



***ROANOKE CITY COUNCIL
REGULAR SESSION***

***JULY 1, 2002
12:15 P.M.***

CITY COUNCIL CHAMBER

AGENDA FOR THE COUNCIL

1. Call to Order--Roll Call.

A communication from Mayor Ralph K. Smith requesting a Closed Meeting to discuss vacancies on various authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended.

THE MEETING WILL BE DECLARED IN RECESS TO BE IMMEDIATELY RECONVENED IN THE EMERGENCY OPERATIONS CENTER CONFERENCE ROOM, ROOM 159, NOEL C. TAYLOR MUNICIPAL BUILDING, FOR A BRIEFING ON WATER ISSUES.

CERTIFICATION OF CLOSED SESSION.



***ROANOKE CITY COUNCIL
ORGANIZATIONAL MEETING***

***JULY 1, 2002
2:00 P.M.***

CITY COUNCIL CHAMBER

AGENDA FOR THE COUNCIL

- 1. Call to Order.**
- 2. Roll Call.**
- 3. Statement of Purpose. Mayor Ralph K. Smith.**
4. A report of the City Clerk with regard to the qualification of M. Rupert Cutler, Alfred T. Dowe, Jr., and C. Nelson Harris as Members of the Roanoke City Council, for terms of four years, each, commencing July 1, 2002, and ending June 30, 2006.
5. A Resolution recognizing the Honorable C. Nelson Harris to be a member of the City Council and Vice-Mayor of the City of Roanoke.

P. 18

6. A Resolution recognizing the services of the Honorable William H. Carder as Vice-Mayor of the City of Roanoke. P. 19
7. A Resolution establishing a meeting schedule for City Council for the Fiscal Year commencing July 1, 2002, and terminating June 30, 2003. P. 21
8. A communication from Mayor Ralph K. Smith with regard to certain committee assignments for the Members of City Council. P. 23



***ROANOKE CITY COUNCIL
REGULAR SESSION***

JULY 1, 2002

Immediately following Organizational Meeting

CITY COUNCIL CHAMBER

AGENDA FOR THE COUNCIL

1. Call to Order – Roll Call.

The Invocation will be delivered by The Reverend David J. Fuller, Missions Pastor, Church of the Holy Spirit.

The Pledge of Allegiance to the Flag of the United States of America will be led by Mayor Ralph K. Smith.

Welcome. Mayor Smith.

NOTICE:

Meetings of Roanoke City Council are televised live on RVTV Channel 3. Today's meeting will be replayed on Channel 3 on Thursday, July 4, 2002, at 7:00 p.m., and Saturday, July 6, 2002, at 4:00 p.m. Council meetings are now being offered with closed captioning for the hearing impaired.

ANNOUNCEMENTS:

THE PUBLIC IS ADVISED THAT MEMBERS OF COUNCIL RECEIVE THE CITY COUNCIL AGENDA AND RELATED COMMUNICATIONS, REPORTS, ORDINANCES AND RESOLUTIONS, ETC., ON THE THURSDAY PRIOR TO THE COUNCIL MEETING TO PROVIDE SUFFICIENT TIME FOR REVIEW OF INFORMATION. CITIZENS WHO ARE INTERESTED IN OBTAINING A COPY OF ANY ITEM LISTED ON THE AGENDA MAY CONTACT THE CITY CLERK'S OFFICE, ROOM 456, NOEL C. TAYLOR MUNICIPAL BUILDING, 215 CHURCH AVENUE, S. W., OR CALL 853-2541.

THE CITY CLERK'S OFFICE NOW PROVIDES THE MAJORITY OF THE CITY COUNCIL AGENDA ON THE INTERNET FOR VIEWING AND RESEARCH PURPOSES. TO ACCESS AGENDA MATERIAL, GO TO THE CITY'S HOMEPAGE AT WWW.ROANOKEGOV.COM, CLICK ON THE ROANOKE CITY COUNCIL ICON, CLICK ON MEETINGS AND AGENDAS, AND DOWNLOAD THE ADOBE ACROBAT SOFTWARE TO ACCESS THE AGENDA.

ALL PERSONS WISHING TO ADDRESS COUNCIL ARE REQUESTED TO REGISTER WITH THE STAFF ASSISTANT WHO IS LOCATED AT THE ENTRANCE TO THE COUNCIL CHAMBER. ON THE SAME AGENDA ITEM, ONE TO FOUR SPEAKERS WILL BE ALLOTTED FIVE MINUTES EACH, HOWEVER, IF THERE ARE MORE THAN FOUR SPEAKERS, EACH SPEAKER WILL BE ALLOTTED THREE MINUTES.

ANY PERSON WHO IS INTERESTED IN SERVING ON A CITY COUNCIL APPOINTED AUTHORITY, BOARD, COMMISSION OR COMMITTEE IS REQUESTED TO CONTACT THE CITY CLERK'S OFFICE AT 853-2541 TO OBTAIN AN APPLICATION.

2. PRESENTATIONS AND ACKNOWLEDGMENTS:

Proclamation declaring the month of July as National Parks and Recreation Month.

3. CONSENT AGENDA

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE MEMBERS OF CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF DISCUSSION IS DESIRED, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

- C-1 Minutes of the work session of City Council held on Monday, April 29, 2002.

P. 24

RECOMMENDED ACTION: Dispense with the reading thereof and approve as recorded.

- C-2 A communication from Sherman P. Lea tendering his resignation as a Trustee of the Roanoke City School Board, effective August 15, 2002, or until a new Trustee is appointed, whichever occurs first.

P. 33

RECOMMENDED ACTION: Receive and file the communication and accept the resignation.

- C-3 A communication from Robert J. Sparrow tendering his resignation as a member of the Fair Housing Board.

P. 34

RECOMMENDED ACTION: Receive and file the communication and accept the resignation.

- C-4 A communication from William E. Skeen tendering his resignation as a member of the Board of Trustees, City of Roanoke Pension Plan, and the Roanoke Neighborhood Partnership Steering Committee.

P. 35

RECOMMENDED ACTION: Receive and file the communication and accept the resignations.

- C-5 A communication from the City Manager requesting that Council schedule a public hearing for Monday, July 15, 2002, at 7:00 p.m., or as soon thereafter as the matter may be heard, on the proposed conveyance of City-owned property located at 1224 Rorer Avenue, S. W., and 719 Dale Avenue, S. E., to the Blue Ridge Housing Development Corp.

P. 36

RECOMMENDED ACTION: Concur in the request.

- C-6 Minutes of the meeting of the Audit Committee held on Monday, June 3, 2002.

P. 37

RECOMMENDED ACTION: Receive and file.

- C-7 Qualification of the following persons:

William E. Skeen and Robert J. Sparrow as Trustees of the Roanoke City School Board, for terms of three years, each, commencing July 1, 2002, and ending June 30, 2005;

Roland H. Macher as a member of the Roanoke Public Library Board for a term ending June 30, 2005;

D. Duane Dixon as a member of the Board of Trustees, City of Roanoke Pension Plan, for a term ending June 30, 2004;

Alfred C. Moore as a member of the War Memorial Committee for a term ending June 30, 2003;

Brenda L. McDaniel as a member of the Roanoke Public Library Board for a term ending June 30, 2004; and

I. B. Heinemann as a member of the Personnel and Employment Practices Commission for a term ending June 30, 2005.

RECOMMENDED ACTION: Receive and file.

REGULAR AGENDA

4. PUBLIC HEARINGS:

- a.(1) Bids for lease and renovation of certain City-owned buildings located at 117 and 119 Norfolk Avenue, S. W.
- (2) Public hearing with regard to the lease and renovation of certain City-owned buildings located at 117 and 119 Norfolk Avenue, S. W., subject to certain terms and conditions. Darlene L. Burcham, City Manager, Spokesperson.

5. PETITIONS AND COMMUNICATIONS:

- a. A petition from the Virginia Museum of Transportation requesting exemption from taxation of 1.4 acres of land adjacent to 303 Norfolk Avenue, S. W., in the City of Roanoke, pursuant to Section 30-19.04(B), Code of Virginia (1950), as amended.

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6. REPORTS OF OFFICERS:

- a. CITY MANAGER:

BRIEFINGS: NONE.

ITEMS RECOMMENDED FOR ACTION:

- 1. A communication recommending a revocable license to John S. Edwards, 3745 Forest Road, S. W., in connection with encroachment of a basketball goal into the public right-of-way.

P. 49; O. 54

2. A communication recommending a revocable license to James V. Revercomb, Jr., 2908 Carolina Avenue, S. W., to allow encroachment of a retaining wall into the right-of-way of Carolina Avenue. P. 57;
O. 62
3. A communication recommending acquisition of property rights with regard to the Lick Run Greenway Project; and appropriation of funds in connection therewith. P. 65;
B/O 74;
O. 75
4. A communication recommending amendment to the Downtown Service District Services Agreement dated July 2, 2001. P. 77;
O. 81;
R. 83
5. A communication recommending acceptance of a bid submitted by Xerox Corporation to replace equipment in Municipal Building South and the Human Resources Department, for 60 months, for a total cost of \$601,460.00; and rejecting all other bids received by the City. P. 84;
R. 86
6. A communication with regard to a contract for management and operation services for all City of Roanoke owned and/or controlled parking garages and surface parking lots. P. 87
7. A communication with regard to the purchase of a hydraulic excavator. P. 88;
P. 91

b. DIRECTOR OF FINANCE:

1. Financial report for the month of May 2002. P. 92

7. REPORTS OF COMMITTEES: NONE.

8. UNFINISHED BUSINESS:

- a. A report of the City Attorney with regard to establishment of annual salaries for the Mayor, Vice-Mayor and Members of Council for the fiscal year beginning July 1, 2004. (The matter was tabled at the June 17, 2002 meeting of Council.) P. 110;
O. 111

9. INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS: NONE.

10. MOTIONS AND MISCELLANEOUS BUSINESS:

- a. Inquiries and/or comments by the Mayor, Vice-Mayor and Members of City Council.
- b. Vacancies on various authorities, boards, commissions and committees appointed by Council.

11. HEARING OF CITIZENS UPON PUBLIC MATTERS:

CITY COUNCIL SETS THIS TIME AS A PRIORITY FOR CITIZENS TO BE HEARD. MATTERS REQUIRING REFERRAL TO THE CITY MANAGER WILL BE REFERRED IMMEDIATELY FOR ANY NECESSARY AND APPROPRIATE RESPONSE, RECOMMENDATION OR REPORT TO COUNCIL.

- a. Request of Ms. Virgie Ayers to address Council with regard to public swimming pools.

12. CITY MANAGER COMMENTS:

**MOTION AND CERTIFICATION
WITH RESPECT TO
CLOSED MEETING**

FORM OF MOTION:

I move, with respect to any Closed Meeting just concluded, that each member of City Council in attendance certify to the best of his or her knowledge that (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (2) only such public business matters as were identified in any motion by which any Closed Meeting was convened were heard, discussed or considered by the members of Council in attendance.

PLEASE NOTE:

- 1. The forgoing motion shall be made in open session at the conclusion of each Closed Meeting.**
- 2. Roll call vote included in Council's minutes is required.**
- 3. Any member who believes there was a departure from the requirements of subdivisions (1) and (2) of the motion shall state prior to the vote the substance of the departure that, in his or her judgement, has taken place. The statement shall be recorded in the minutes of City Council.**

**CITY OF ROANOKE
OFFICE OF THE MAYOR**

215 CHURCH AVENUE, S.W., ROOM 452
ROANOKE, VIRGINIA 24011-1594
TELEPHONE: (540) 853-2444
FAX: (540) 853-1145

RALPH K. SMITH
Mayor

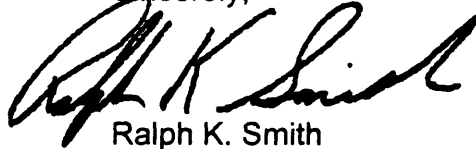
July 1, 2002

The Honorable Vice-Mayor and
Members of the Roanoke City Council
Roanoke, Virginia

Dear Members of Council:

I would like to request a Closed Meeting to discuss vacancies on various authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ralph K. Smith', written over a horizontal line.

Ralph K. Smith
Mayor

RKS:sm

July 1, 2002

Honorable Ralph K. Smith, Mayor, and Members of City Council
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

Subject: Water Issues Briefing

This is to request space on Council's work session agenda for a 30-minute briefing on the above referenced subject.

Respectfully submitted,



Darlene L. Burcham
City Manager

DLB:sm

c: City Attorney
Director of Finance
City Clerk

4.

**CITY OF ROANOKE
OFFICE OF CITY CLERK**

215 Church Avenue, S.W., Room 456
Roanoke, Virginia 24011-1536
Telephone: (540) 853-2541
Fax: (540) 853-1145
E-mail: clerk@ci.roanoke.va.us

MARY F. PARKER, CMC
City Clerk

STEPHANIE M. MOON
Deputy City Clerk

SHEILA N. HARTMAN
Assistant City Clerk

July 1, 2002

The Honorable Mayor and Members
of the Roanoke City Council
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

I am attaching copy of the Roanoke City Electoral Board Abstract of Votes cast in the General Election held in the City of Roanoke on Tuesday, May 8, 2002, certifying that C. Nelson Harris, M. Rupert Cutler, and Alfred T. Dowe, Jr., received the largest number of votes for the Office of City Council Members.

Oaths of Office were administered on Thursday, June 21, 2002, by the Honorable Judges of the Twenty-Third Judicial Circuit, as follows:

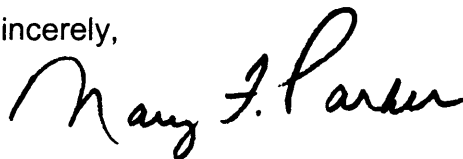
C. Nelson Harris as a Member of Council commencing July 1, 2002 and ending June 30, 2006; and a two year term as Vice-Mayor commencing July 1, 2002 and ending June 30, 2004;

M. Rupert Cutler as a Member of Council for a four year term commencing July 1, 2002 and ending June 30, 2006; and

Alfred T. Dowe, Jr., as a Member of Council for a four year term commencing July 1, 2002 and ending June 30, 2006.

With kindest personal regards, I am

Sincerely,



Mary F. Parker, CMC
City Clerk

MFP:sm

Attachment

ABSTRACT OF VOTES

cast in the City of ROANOKE, Virginia,
at the May 7, 2002 General Election, for:

MEMBER CITY COUNCIL

AT LARGE

ENTER AT LARGE OR APPROPRIATE DISTRICT OR WARD NAME

<i>NAMES OF CANDIDATES AS SHOWN ON BALLOT</i>	<i>TOTAL VOTES RECEIVED (IN FIGURES)</i>
<u>Mark H. Hurley</u>	<u>3,310</u>
<u>Steve J. Mabry</u>	<u>3,016</u>
<u>John H. "Jack" Parrott</u>	<u>4,227</u>
<u>M. Rupert Cutler</u>	<u>4,335</u>
<u>Alfred T. Dowe, Jr.</u>	<u>4,506</u>
<u>C. Nelson Harris</u>	<u>4,905</u>
<u>Don L. Hogan</u>	<u>445</u>

Total Write-In Votes [SEE WRITE-INS CERTIFICATION] 774

CONTINUE CANDIDATES ON PAGE 2, IF NECESSARY

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on May 7, 2002, do hereby certify that the above is a true and correct Abstract of Votes cast at said election and do, therefore, determine and declare that the following person(s) has (have) received the greatest number of votes cast for the above office in said election:

<u>C. Nelson Harris</u>	<u>Alfred T. Dowe, Jr.</u>	<u>M. Rupert Cutler</u>
_____	_____	_____

Given under our hands this 8th day of May, 2002.

A copy teste:

<u>Carol J. Insley</u>	Chairman
<u>Francis T. Garland</u>	Vice Chairman
<u>W. Smith</u>	Secretary
<u>W. Smith</u>	Secretary, Electoral Board

WRITE-INS CERTIFICATION

ROANOKE
☐ TOWN/COUNTY ☒ CITY

☒ General ☐ Special Election

MEMBER CITY COUNCIL
OFFICE TITLE

May 7, 2002

DISTRICT NAME OR NUMBER, IF APPLICABLE

Page 1 of 1

TOTAL VOTES
RECEIVED
(IN FIGURES)

WRITE-INS - SUMMARY [REQUIRED]

1. Invalid Write-Ins	4
	ENTER TOTAL INVALID
2. Valid Write-Ins	770
	ENTER TOTAL VALID
3. Total Write-Ins	774
[ENTER THIS FIGURE ON LINE FOR TOTAL WRITE-IN VOTES ON ABSTRACT FOR THIS OFFICE.]	ADD LINES 1 AND 2

VALID WRITE-INS - DETAIL [REQUIRED ONLY IF (i) TOTAL NUMBER OF WRITE-INS IS 5% OR MORE OF THE TOTAL NUMBER OF VOTES CAST FOR OFFICE OR (ii) A WRITE-IN CANDIDATE WAS ELECTED TO THE OFFICE.]

LIST VALID WRITE-INS IN ALPHABETICAL ORDER BELOW AND ON CONTINUATION PAGES, AS NEEDED. ALL VALID WRITE-INS WHEN ADDED TOGETHER MUST EQUAL TOTAL ENTERED ON LINE 2 ABOVE.

TOTAL VOTES
RECEIVED
(IN FIGURES)

Evelyn Bethel	1
Chris Craft	1
Bev Fitzpatrick	2
Angela M. Norman	765
Georgia C. Reeves	1

CONTINUED ON PAGES ____ THROUGH ____

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on May 7, 2002, do hereby certify that, with the continuation pages indicated, the above is a true and correct certification of the write-in votes cast at said election for the office indicated above.

Given under our hands this 8th day of May, 2002.

A copy teste:

<u>Carl J. Zinsley</u>	Chairman
<u>Frances T. [Signature]</u>	Vice Chairman
<u>[Signature]</u>	Secretary
<u>[Signature]</u>	Secretary, Electoral Board

City of ROANOKE
Member, City Council

May 7, 2002
General Election
Page 2 of 2

AT LARGE
ENTER AT LARGE OR APPROPRIATE DISTRICT OR WARD NAME

<i>NAMES OF CANDIDATES AS SHOWN ON BALLOT</i>	<i>TOTAL VOTES RECEIVED (IN FIGURES)</i>
M. Doug Trout	916
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.....	
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02 MAY 20 P4:39

RECEIVED
CITY CLERKS OFFICE

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION recognizing the HONORABLE C. NELSON HARRIS to be a member of the City Council and Vice-Mayor of the City of Roanoke.

WHEREAS, the Honorable C. Nelson Harris received the largest number of votes of any candidate running for City Council in the regular Councilmanic election held on the first Tuesday in May, 2002, and was, therefore, elected Vice-Mayor of the City for a two-year term, which will commence July 1, 2002, as provided by §4 of the Charter of the City of Roanoke.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke that the Honorable C. Nelson Harris be, and he is, hereby recognized to be a duly elected member of the Council of said City for a term commencing on the 1st day of July, 2002, and continuing for a period of four years, and until his successor shall have been elected and qualified, and to be the duly elected Vice-Mayor of the City for a term commencing July 1, 2002, and continuing for a period of two years and until his successor shall have been elected and qualified.

ATTEST:

City Clerk.

WHT

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION recognizing the services of the HONORABLE WILLIAM H. CARDER as Vice-Mayor of the City of Roanoke.

WHEREAS, the Honorable William H. Carder was elected Vice-Mayor of the City of Roanoke by virtue of receiving the largest number of votes in the Councilmanic election held on the first Tuesday of May, 2000, and served in this office from July 1, 2000, to June 30, 2002; and

WHEREAS, Mr. Carder has served diligently and with distinction as Vice-Mayor, performing many and varied responsibilities required of him as Vice-Mayor in a selfless manner while also honorably discharging his other duties on the City Council.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. The Mayor and Members of this body do hereby recognize and commend the Honorable William H. Carder for his outstanding service as Vice-Mayor of this City and assure him of their continued support as he continues to serve as a Member of Council.

2. An attested copy of this Resolution, approved by the Mayor, shall be presented to Mr. Carder.

ATTEST:

City Clerk.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION establishing a meeting schedule for City Council for the Fiscal Year commencing July 1, 2002, and terminating June 30, 2003.

BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. This resolution establishes a schedule of regular meetings for City Council for the Fiscal Year commencing July 1, 2002, and terminating June 30, 2003.

2. For such fiscal year, except for the month of October, when regular meetings shall be held on October 1 and on October 15, City Council shall hold regular meetings on the first, third and fifth Mondays of each month, at the following times of commencement:.

(a) Unless otherwise provided by resolution of Council, each regular meeting on the first Monday in each month and on October 1 shall commence at 12:15 p.m. for the conduct of informal meetings, work sessions or closed meetings. Thereafter Council shall take up the regular agenda at 2:00 p.m. Council may recess between the 12:15 p.m. session and the 2:00 p.m. session.

(b) Unless otherwise provided by resolution of Council, each regular meeting on the third Monday in each month and on October 15 shall commence at 2:00 p.m. for the conduct of regular business. The second meeting of each month shall be recessed upon the completion of all business except the conduct of public hearings, and such meeting shall be reconvened at 7:00 p.m. on the same day for the conduct of public hearings.

(c) Unless otherwise provided by resolution of Council, the meetings of Council held on each fifth Monday of a month shall commence at 12:15 p.m., for the purpose of receiving briefings by the City Manager, reports of Council members serving in liaison capacities on various committees and for planning purposes.

3. When any regularly scheduled Monday meeting shall fall on a holiday of the City, such meeting shall be held on Tuesday next following.

4. All meetings of City Council shall be automatically adjourned at 11:00 p.m., unless a motion setting a new time for adjournment be made, seconded and unanimously carried.

5. All regular meetings of City Council shall be held in the Council Chambers, Room 450, of the Municipal Building in this City, unless otherwise provided by resolution of Council.

6. City Council may prescribe a day or time other than that established by this resolution or a meeting place other than that established by this resolution by adoption of a resolution establishing a new meeting day, place or time. City Council shall cause a copy of such resolution to be posted adjacent to the door of the Council Chambers and inserted in a newspaper having general circulation in the City at least seven days prior to the date of the meeting at such amended day, time or place

7. This Resolution shall have no application to special meetings of City Council called pursuant to §10 of the City Charter.

ATTEST:

City Clerk.

**CITY OF ROANOKE
OFFICE OF THE MAYOR**

215 CHURCH AVENUE, S.W., ROOM 452
ROANOKE, VIRGINIA 24011-1594
TELEPHONE: (540) 853-2444
FAX: (540) 853-1145

RALPH K. SMITH
Mayor

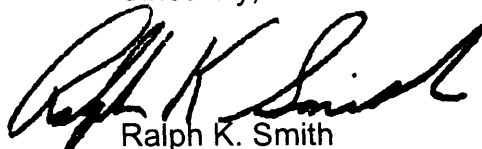
July 1, 2002

The Honorable Vice-Mayor and Members
of the Roanoke City Council
Roanoke, Virginia

Dear Members of Council:

I would like to reserve space for a communication with regard to certain committee assignments for the Members of City Council.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ralph K. Smith', written in a cursive style.

Ralph K. Smith
Mayor

RKS:sm

WORK SESSION-----ROANOKE CITY COUNCIL

April 29, 2002

12:15 p.m.

Pursuant to Resolution No. 35454-070201, adopted by Council on Monday, on July 2, 2001, a work session of Roanoke City Council was called to order on Monday, April 29, 2002, at 12:15 p.m., in the Emergency Operations Center Conference Room, Room 159, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, by Mayor Ralph K. Smith.

PRESENT: Council Members William D. Bestpitch, William H. Carder, Linda F. Wyatt, W. Alvin Hudson, Jr., William White, Sr., and Mayor Ralph K. Smith-----6.

ABSENT: Council Member C. Nelson Harris-----1.

OFFICERS PRESENT: Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; Jesse A. Hall, Director of Finance; and Mary F. Parker, City Clerk.

CITY ATTORNEY-COUNCIL: A communication from the City Attorney requesting that Council convene in Closed Session to consult with legal counsel on a matter of probable litigation, pursuant to Section 2.2-3711(A)(7), Code of Virginia (1950), as amended, was before the body.

Mr. Hudson moved that Council concur in the request of the City Attorney to convene in Closed Session to consult with legal counsel on a matter of probable litigation, pursuant to Section 2.2-3711(A)(7), Code of Virginia (1950), as amended. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Bestpitch, Carder, Hudson, White, Wyatt and Mayor Smith-----6.

NAYS: None-----0.

(Council Member Harris was absent)

At 12:20 p.m., the Mayor declared the meeting in recess.

COUNCIL: With respect to the Closed Session just concluded, Mr. Bestpitch moved that each Member of City Council certify to the best of his or her knowledge that: (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act; and (2) only such public business matters as were identified in any motion by which any Closed Session was convened were heard, discussed or considered by City Council. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Bestpitch, Carder, Hudson, White, Wyatt and Mayor Smith-----6.

NAYS: None-----0.

(Council Member Harris was absent.)

REPORTS BY COUNCIL MEMBERS SERVING IN LIAISON CAPACITIES ON VARIOUS COMMITTEES:

LEGISLATION-COMMITTEES: Council Member White, Chair of the Legislative Committee, and Audit Committee, advised that the Audit Committee is in a good position to do positive things in the future; and expressed appreciation for the opportunity to serve on both Committees.

VIRGINIA'S FIRST REGIONAL INDUSTRIAL FACILITY AUTHORITY: Council Member Bestpitch, Liaison to Virginia's First Regional Industrial Facilities Authority, advised that an announcement will be made in the near future regarding the first business to locate in the commerce park in Pulaski County.

PARKS AND RECREATION-ANIMALS/INSECTS-COMMITTEES: Council Member Bestpitch, Liaison to the Mill Mountain Zoo Board of Directors, advised that one issue which continues to impact the Zoo is water pressure and since water pressure is important, the City should consider funds for an upgrade in the Capital Improvements Plan.

MAYOR'S COMMITTEE ON HIGH TECHNOLOGY: The Mayor advised that the Committee has not met in recent months; Roanoke had some setbacks from the September 11 events as did the entire country; high tech centers were not the only areas affected; and a strategy is still being sought to locate high tech companies to the Roanoke area.

Ms. Wyatt called attention to outdated and antiquated computer technology used in the school system, advising that students do not have the hardware and technology to be computer literate in the technology sector; and suggested a partnership with the technology community, the schools and the City of Roanoke.

Dr. Rita D. Bishop, Associate Superintendent for Instructional Services, Roanoke City Schools, addressed the issue of technology in the Roanoke City Public schools. There was discussion with regard to providing the schools with outdated computers from City offices and businesses in the City of Roanoke which replace their technology at a faster pace than City offices. She stated this is the first time that the school system has had funds to begin a "refreshing" project which could be as much as \$200,000.00 for one elementary school, the school system has allocated approximately \$800,000.00 to the high schools, the State would like to do on line testing for the Standards of Learning, and a considerable amount of funds are needed when one takes into consideration that there are 29 education related sites.

AIRPORT: The Mayor commented that at the last Leadership Summit meeting which was hosted by Franklin County, the localities agreed to improve air service to Roanoke Regional Airport, and he would keep Council abreast of progress.

BRIEFINGS BY THE CITY MANAGER:

GRANTS: The briefing with regard to the V-Stop Grant was deferred until the next regular meeting of Council on Monday, May 6, 2002, at 2:00 p.m.

HUMAN SERVICES COMPREHENSIVE SERVICES ACT: Rolanda A. Johnson, Assistant City Manager, introduced Vickie Price, Chief Social Work Supervisor, to present a briefing with regard to the Comprehensive Services Act.

Ms. Price advised that in 1992, the Comprehensive Services Act for at-risk youth and families was enacted by the Virginia General Assembly; the Act created an interagency system of services and funding that is child-centered, family-focused, and community-based; and the Act required consolidation of eight categorical funding streams from the Departments of Social Services, Education, Youth and Family Services, and Mental Health/Mental Retardation and Substance Abuse Services into a State Funds Pool which is distributed to localities on a formula basis.

She further advised that the Act is designed to provide greater flexibility in the use of funds to purchase services based on the strengths and needs of at-risk youth and their families to place authority for making program and funding decisions at the community level, which decisions are made by a community planning team consisting of representatives from the City of Roanoke Social Services, the Roanoke City Public Schools, Blue Ridge Behavioral Healthcare, Court Services Unit, and the Public Health Department, based on recommendations from the interdisciplinary Family Assessment and Planning Teams.

Ms. Price highlighted the following:

CSA Mandated Target Population

Children/Youth who are:

Placed for the purposes of receiving special education services in approved private school educational programs;

Disabled and placed by local Social Services agencies in private residential facilities; and

Receiving supportive services, as defined by Section 63.1-55.8, as a means of preventing foster care placements.

CSA Referral Process

Referral is made by any community planning team member organization; other public or private agency, a parent, or the Comprehensive Services Act Coordinator. The Coordinator assigns the referral to one of the Family Assessment and Planning Teams (FAPT) which meet weekly.

FAPT develops an Individual Family Service Plan for the client which may include services to be funded by the Comprehensive Services Act State Funds Pool. Recommendations for the Act funding of services is referred to the Community Planning Team or Roanoke Interagency Council.

The Roanoke Interagency Council, which meets twice monthly, reviews the recommendations submitted by each Family Assessment and Planning Teams and, upon concurrence, authorizes expenditures of Comprehensive Services Act funds.

CSA Funding Categories

Mandated Residential

Foster Care - children in therapeutic foster care, residential facilities or family foster care placements.

Special Education - residential placements for children with serious emotional disturbance or behaviors that prevent education in traditional school settings.

Mandated Non-Residential

Foster Care Prevention - in-home services, mentoring, and/or clinical services designed to prevent foster care placement.

Special Education (Private Day Facilities) - community-based special education programs for children with serious emotional disturbance or behavioral disturbance.

Special Education (Other Day Services) - mentoring, day treatment, and/or tutoring which allow children to remain in public schools.

Non-Mandated Residential - residential placements for children referred by organizations other than DSS or public schools.

Non-Mandated Non-Residential - mentoring, in-home services and/or clinical services designed to stabilize children within their homes.

Ms. Price cited several case studies, presented an overview of projected funding for the City of Roanoke Comprehensive Services Act, and shared data from 2001 for comparison with other localities.

In closing, Ms. Price called attention to the following new services and resources developed to address community-wide needs for Comprehensive Services Act children:

Enhanced in-home and mentoring services to prevent both foster care and private day placements.

Site-based day treatment programs at Roanoke City elementary and middle schools.

Day treatment for “Headstart” children.

Recruitment of therapeutic foster care homes.

A full-time substance abuse counselor in the Court Services Unit.

Virtual Residential Program through Family Preservation to prevent out of home placements.

Enhanced reading programs at the Achievement Center and Minnick Education Center to promote children’s return to public school.

Pilot program at Rivermont School for after-school reading and tutoring.

Council Member Wyatt requested that the matter with regard to a regional facility be placed on the agenda for discussion at an upcoming summit meetings.

Council Member Hudson expressed concern with regard to an individual who demonstrates serious emotional and sexual behaviors being returned to the community just because of age maturity; whereupon, the City Manager advised that there are limited conditions under which the City can keep children in foster care past the age of maturity.

At 2:00 p.m., Mr. White left the meeting.

PERCENT FOR ARTS PROGRAM: The City Manager submitted a communication advising that during the Financial and Planning Session held in March, 2002, an item was requested for inclusion in the Capital Improvements budget as requested by the Roanoke Arts Commission for the Percent for Arts Program; and the purpose of the briefing is to allow for further discussion and to receive direction from City Council, and to give specific direction to the Arts Commission. She further advised that the Capital Improvement budget proposed for 2002- 2003 does not include funds for the Percent for the Arts Program, nor other requests received from other agencies.

Council Member Wyatt commented that it was her understanding that one percent of the Capital budget was to be designated for the arts, and it was never intended to be site specific.

Vice-Mayor Carder pointed out that the guidelines state “....of the construction cost of a designated capital improvement project,” and the intent is clear that one percent of the Capital budget is to be set aside for the Sewage Treatment Plant, one percent for the schools, etc.; and he supports one percent of the capital budget being designated for the arts.

Council Member Bestpitch suggested that the Roanoke Arts Commission and/or the Percent for Arts Committee present a proposed plan identifying locations for art, types of art, etc., to Council because he is not in favor of giving a certain percentage of funds to the Arts Commission to spend without prior approval by Council.

Mayor Smith voiced concern with regard to the Percent for Art funds being spent on a pet project that may not be in the overall best interest of the City.

The City Manager commented that she would meet with the City Attorney to discuss document changes, and submit a report to Council for action, and thereafter, meet with the Roanoke Arts Commission to request that a plan be formulated with suggested locations for art, descriptions of art, etc., that the City may wish to obtain in the future.

Following discussion, the City Manager advised that a report would be submitted to Council for review within 30 days.

Mr. Hudson left the meeting.

OUTLOOK ROANOKE PLAN: The City Manager introduced Ray Gendros, Urban Design Associates, to respond to questions or concerns by Members of Council with regard to the Outlook Roanoke Plan.

The following items were highlighted:

Options for Library Location

Revitalization of the Park – Library be located on the high land close to Elm Avenue, thereby opening the rest of the park to both Jefferson Street and Bullitt Avenue.

Jefferson and Church – Heironimus Building: former department store has the high ceilings and large bay structure that make it ideal for a number of uses including: loft apartments, high tech offices and “accelerator” office space, retail uses, or public facilities such as a Library. Its large windows provide visual access from the street, which could create an open, accessible environment for the Library.

Bullitt Avenue Extension

The consultants recommended extending Bullitt Avenue to Williamson Road, thereby further defining the park and connecting it to the downtown network. Once the park and its relationship to streets is improved, the sites on its north and eastern edges will become prime development pads. While in the greater interest of developing a world-class park, the design of the Bullitt Avenue extension should be sensitive to the impact, which it will have upon the existing Magnolia Walk and could be sealed off to through traffic during performances or festivals.

First Street Bridge

The bridge, with its symbolic significance as a cultural link between historic Gainsboro and downtown is in great need of repair. Without through traffic, commercial development on Henry Street is not viable, and the role of the bridge in uniting diverse cultures will be diminished. Consultants recommend that the proposed elevator be constructed at the south end of the bridge to address accessibility issues, but the bridge also continue to allow vehicular traffic.

Council Member Bestpitch noted that there was previous discussion regarding other redesigns of Elmwood Park, and inquired as to how the proposed new Library at the corner of Jefferson Street and Elm Avenue facilitate or mitigate against other ideas for redesigning the Park, specifically how would it impact the rock outcropping on the hill.

It was explained that several alternatives were considered, i.e., page 32 of the Outlook Roanoke Plan describes the Library along the eastern part of the Park and designed to be south of the rock outcropping, which will locate the Library to where it originally was -- above the rock outcropping. He further advised that the rock outcropping would become an overlook point from reading terraces from the Library looking down over the City which would give a greater sense of activity in and around the Park; the main activity area would be between the outcropping and the Magnolia Walk; the design would need to be carefully worked out; it is hoped to keep the monument on the axis of Magnolia Walk; and there should be sufficient space to accommodate a Library building based on the program the Library now has.

Council Member Wyatt inquired as to whether the Library will be located somewhere other than in Elmwood Park, and how would the Park be envisioned; whereupon, the consultant advised that Urban Design Associates envisions the Park as needing something, and suggested that a facility be constructed.

Vice-Mayor Carder noted that there was opposition to the Bullitt Avenue extension, and asked for an explanation as to how to get the Park back since the idea is to open Bullitt Avenue. He called attention to the vagrant situation in the Park and asked for elaboration concerning security; whereupon, the consultant advised that Elmwood Park is especially problematic because of the tall trees along Williamson Road which blocks the view, closes off the Park, and makes the City less understandable.

With regard to the First Street Bridge, the consultant stated that it is a complicated and difficult area physically to work out; it represents the connection between the Gainsboro community and downtown, and one of the serious problems with the closing of Jefferson Street is the main street does not connect across the tracks. He further stated that the success of the Higher Education Center and the residential section adjacent to First Street is progressing; and the consultants would like to ensure that whatever happens, the design will support the Henry Street initiative and the vitality of development.

Mayor Smith noted increased activity on the north side of the tracks, and how First Street Bridge serves the Higher Education Center and the downtown area; and the historic significance of the Bridge was also noted and how it is becoming more important to citizens.

Vice-Mayor Carder expressed his appreciation for a good street grid design and also two-way traffic; he called attention to old photographs looking up Jefferson Street into the Gainsboro area, and questioned why the City could not lobby the railroad to not only have First Street Bridge open, but also to again open Jefferson Street.

Vice-Mayor Carder raised a question with regard to the recommendation concerning a two-way street; whereupon, the consultant advised that the recommendation is to extend two-way traffic all the way to Williamson Road.

OTHER BUSINESS:

BUDGET: Council Member Wyatt suggested that the Fiscal Year 2002-03 Recommended Budget list departments and unfunded positions; whereupon, the City Manager advised that there are 11 unfunded positions and a list of affected departments will be provided.

There being no further business, the Mayor declared the meeting adjourned at 2:55 p.m.

A P P R O V E D

ATTEST:

Mary F. Parker
City Clerk

Ralph K. Smith
Mayor



Sherman P. Lea, Chairman
Ruth C. Willson, Vice Chairman
Charles W. Day

Marsha W. Ellison
Gloria P. Manns
Melinda J. Payne

Brian J. Wisniewski
E. Wayne Harris, Ed.D., Superintendent
Cindy H. Lee, Clerk of the Board

Roanoke
City School Board P.O. Box 13145, Roanoke, Virginia 24031 • 540-853-2381 • Fax: 540-853-2951

June 19, 2002

The Honorable Ralph K. Smith
Mayor, City of Roanoke
Roanoke, VA 24011

Dear Mayor Smith:

As I have reflected on my original letter of resignation as a Trustee of the Roanoke City School Board, I became concerned that my decision to resign at the end of June would have a negative impact on the work of the School Board and the progress of the school system. Therefore, I ask that my effective date of resignation be moved from June 30, 2002, to August 15, 2002, or until a new trustee is appointed whichever comes first.

Your acceptance of my request will ensure that a "full" Board addresses the critical work necessary during the Board's July organizational meeting, two upcoming employee hearings, and discussion and development of the 2002-03 systemwide priorities.

Again, I appreciate the support you and members of Council have demonstrated throughout my tenure on the Board on behalf of our City's children.

Sincerely,

Sherman P. Lea
Chairman

cl

pc: Members of Council
Mary F. Parker, City Clerk
School Board Members

June 15, 2002

**City of Roanoke
Office of City Clerk
215 Church Avenue SW – Room 456
Roanoke, Virginia 24011-1536**

Dear Mary F. Parker, CMC; Honorable Members of Council, City of Roanoke

Through my involvement with the Fair Housing Board and particularly its members and friends of the board I have learned a lot about the commitment of the citizens to our city and their love for the City of Roanoke. I am proud to say that I share in this passion. Also, with my involvement I have a greater appreciation and awareness of the work done by council, employees of the City of Roanoke and work of the various boards. I would like to thank the members of council for allowing me to serve on the Fair Housing Board.

It is in this spirit and with mixed emotions, that I offer my resignation to City of Roanoke Fair Housing Board.

I am very excited about the works of the Fair Housing Board and I would like to thank the board members for embracing me so openly. I would also like to thank Deloris Daniels for her support during my tenure on the board.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert J. Sparrow". The signature is fluid and cursive, with a large initial "R" and "S".

Robert J. Sparrow

**Cc: Fair Housing Board
Deloris Daniels**

William E. Skeen

2525 Robin Hood Road, S.E., Roanoke, Virginia 24014

Cell No. (540) 520-2929, Work No. (540) 344-5151, Home No. (540) 345-4960, Fax No. (540) 343-9892

June 15, 2002

Members of Roanoke City Council

c/o Mrs. Mary Parker, City Clerk

The City of Roanoke

215 Church Street

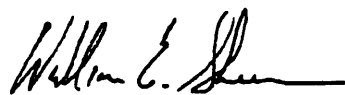
Roanoke, Virginia 24011

Dear Members of Roanoke City Council:

Please consider this letter as my formal resignation as a Trustee on the Roanoke City Pension Board, as well as a Steering Committee Member of the Roanoke Neighborhood Partnership.

I have enjoyed the opportunity to serve on these important endeavors and look forward to continuing my service to the City of Roanoke as a new School Board Trustee.

Very truly yours,





July 1, 2002

Honorable Ralph K. Smith, Mayor, and Members of City Council
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

Subject: Request for Public Hearing to
Convey City-owned Property
#CM02-0156

This is to request space on Council's consent agenda for a report on the above referenced subject.

Respectfully submitted,

Darlene L. Burcham
City Manager

DLB:sm

c: City Attorney
City Clerk
Director of Finance

MINUTES OF ROANOKE CITY AUDIT COMMITTEE

JUNE 3, 2002

C-6

1. CALL TO ORDER:

The meeting of the Roanoke City Audit Committee was called to order at 11:00 a.m. on Monday, June 3, 2002, with Chairman, William White, Sr., presiding.

- The roll was called by Mrs. Powers

Audit Committee

Members Present: William White, Sr., Chairman
Mayor Ralph K. Smith
William H. Carder
C. Nelson Harris
W. Alvin Hudson
Linda F. Wyatt

Others Present: William Bestpitch, Council Member
Alfred Dowe, Council Member Elect
Drew Harmon, Municipal Auditor
Darlene L. Burcham, City Manager
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
George C. Snead, Jr., Assistant City Manager for Operations
Rolanda Johnson, Asst. City Manager for Community Development
Ann Shawver, Deputy Director of Finance
Cindy Loar, Accounts Payable Supervisor
Chris Slone, Public Information Officer
Mike Tuck, Senior Auditor
Pamela C. Mosdell, Senior Auditor
Brian M. Garber, Auditor
Evelyn W. Powers, Administrative Assistant
Todd Jackson, Roanoke Times Reporter

2. INTERNAL AUDIT REPORTS:

- A. Fleet Management - Parts
- B. Purchasing Cards
- C. Retirement

Mr. White ordered that the financial related audits be received and filed. There were no objections to the order. Mr. White recognized Mr. Harmon for comments.

Mr. Harmon briefed the Committee on the Fleet Management – Parts audit report. Mr. Carder asked what are we doing to make positive improvements. The City Manager reported that the report reflected problems with the prior manager. She reported that as soon as this manager resigned a new acting manager was hired. The current acting manager has a number of years experience in the fleet management area and that all of the problems that were addressed in the December audit report and the current audit report have been addressed and that significant changes have already been made. Mr. Carder asked if someone was going to continue some type of follow-up to make sure the recommendations are being taken care of. Mr. Harmon explained that all of the findings are recorded in a database and that the Committee would be briefed in October. Mr. Carder said that he thought there was some discussion regarding outsourcing some of the functions in the fleet area and where did this fit into the recommendations of the audit. Mr. White said that outsourcing was an issue for management and that he thought they were looking at a plan to report on all of the issues. Mr. Carder said that he did not want to wait a year to get an update on this area. The City Manager said that she would prepare a special report to address the day-to-day operations and provide this information in a quarterly report from management's perspective to report on things that are not audit findings. She said that when they fill the new Fleet Manager position all of these issues would be addressed with the new person. Mr. Carder said that type of regular reporting would be fine with him. Mr. Harris said that the report speaks for itself and that he felt the audit function is working well to stay on top of allegations and to follow up and give the Audit Committee guidance to make necessary decisions. Ms. Wyatt said that she agreed with Mr. Harris.

Mr. Harmon briefed the Committee on the Purchasing Cards audit report. Ms. Wyatt said that the report had good things in it, but she felt that if someone continually used the credit card to split purchases there should be consequences in place to deal with that person. She also said that if a purchase had to be split for a good reason that there needs to be written justification as to why the purchase was split. Mr. Hall said that a great deal of time had gone into the design and implementation of the purchasing card system. He said that the Finance department personnel do look very closely at the purchasing card statements and that they will continue to do so. Mr. Hall said that the purchasing card system has reduced purchase orders by 68% and the issuance of checks for payment by 14%. Overtime for accounts payable has also been reduced. Mr. Hall said that he will follow-up on all audit recommendations. The City Manager said that she would also bring these issues, as she does all audit related issues, to the Leadership Team meeting. She said that by bringing audit findings to the Leadership Team she is able to go beyond people who are on the distribution list to receive audit reports. Mr. Bestpitch asked if the City held continual training that referenced the purchasing card program employee agreement. He said that he felt people needed continued training to remind them about consequences if the purchasing card was used inappropriately. He said that people who were splitting purchases knew what they were doing and that they were trying to find a way to get around the system. He felt that when this continues to happen that management should take care of it immediately. Mr. Harmon briefed the Committee on the Retirement audit report. Mr. Bestpitch said that he had real concerns with this report because the pension money should be used

to pay for the retirement of city employees and not for parties. He said that if the Pension Board Chairman thought that the \$1,300 expenditure was an appropriate expense, then what would be an inappropriate expense. Mr. Bestpitch said that the former Director of Finance should have held himself to higher standards. Mr. Bestpitch said that he thinks the City should use more specific language in the City Code for expenditures that the Pension Board can and cannot approve without Council's approval. Mr. White asked Mr. Hall to have the Pension Board look at the language and give some flexibility, but tighten the controls to make sure expenditures are appropriately approved. Mr. White asked to receive a written report from the Pension Board Committee. Mr. White said that he sends a message to the six appointed officials that they are to be held to higher standards. Mr. Harris agreed with the comments made by Mr. Bestpitch and asked if there was any in-service training given to the Pension Board trustees on City policies. Mr. Hall said that there is no training on administrative matters, but there is on pension matters. Mr. Hall said that he would review the language and make sure it is tightened up. Mr. Hall said that at the time the Pension Board Chairman was questioned about the expense, the expense had already been approved by the prior Secretary/Treasurer of the Pension Board. Mr. Hall said that he felt if this type of expense had come before the Pension Board Chairman before hand that it may not have been approved to be paid from the Retirement account.

3. UNFINISHED BUSINESS:

There was no unfinished business to come before the Committee.

4. NEW BUSINESS:

- A. KPMG External Audit for year ending June 30, 2002
- B. Status Report – Roanoke City Public Schools
- C. Report of Peer Review on Municipal Auditing Department
- D. Management Assistance Audit – Solid Waste Management
- E. Request for 30 minute Audit Committee Meeting – June 17, 2002

Mr. Harmon briefed the Committee on the KPMG External Audit for the period ending June 30, 2002. Mr. Harmon referred to Mr. Hall to discuss the GASB 34 issues. Mr. Hall said that the GASB 34 issues were large enough that he has had two accountants working for the last six months. Mr. Hall said that GASB 34 is the largest change in accounting standards during his career. He said that he would keep the Council informed regarding the ramifications of GASB 34. There were no questions from the Committee.

Mr. Harmon briefed the Committee on the audits of the Roanoke City Public Schools. Mr. Harmon told the Committee that the reports of the school audit were on the department's website and that a copy of the minutes of the School Audit Committee meeting would be forwarded to them as the Board approved them.

Mr. Harmon briefed the Committee on the department's Peer Review audit. Mr. Harmon said that this review was the department's 4th peer review and that the department continued to be in full compliance with government auditing standards. He said that there were some management comments and that a copy of his response was attached. Ms. Wyatt complimented the department and said how much she appreciated the work of the audit department. Mr. Harmon said that the Peer Review Team had complimented the City's Audit Committee and their active involvement in the audit process.

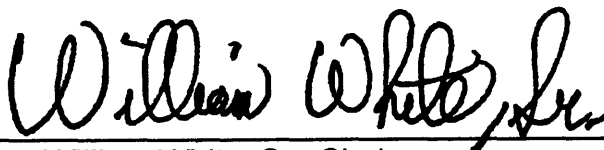
Mr. Harmon briefed the Committee on the Management Assistance Audit of the Solid Waste department. Mr. Harmon said that the department was helping Mr. Decker with cost accounting issues to be able to present more informative reports to the Council. There were no questions from the Committee.

Mr. Harmon asked to have a 30-minute Audit Committee meeting on June 17, 2002, to discuss audit department issues. The Committee agreed to have an Audit Committee meeting on June 17.

Ms. Wyatt thanked Mr. White for his continued years of dedicated service to the Audit Committee.

5. ADJOURNMENT:

There being no further business, the meeting was adjourned at 11:53 a.m.

A handwritten signature in black ink, appearing to read "William White, Sr.", written over a horizontal line.

William White, Sr., Chairman



Office of the City Manager

July 1, 2002

The Honorable Mayor
and Members of City Council
Roanoke, Virginia

Dear Mayor and Members of Council:

I would like to sponsor a request from MaryEllen Goodlatte of the Virginia Museum of Transportation in which they are requesting exemption from taxation at the regular meeting of City Council on Monday, July 1, 2002.

Sincerely,

Darlene L. Burcham
City Manager

DLB:sm

c: City Attorney
Director of Finance
City Clerk

VIRGINIA:

IN THE COUNCIL OF THE CITY OF ROANOKE

RE: PETITION FOR A RESOLUTION SUPPORTING THE EXEMPTION
FROM TAXATION OF CERTAIN PROPERTY PURSUANT TO
ARTICLE X, SECTION 6(a)(6) OF THE CONSTITUTION OF
VIRGINIA

TO THE HONORABLE MAYOR AND MEMBERS OF COUNCIL OF THE CITY
OF ROANOKE:

1. Your Petitioner, Virginia Museum of Transportation, Inc., 303 Norfolk Avenue, Roanoke, Virginia 24016, a Virginia, non-stock, nor for profit corporation has been offered a gift of certain real property consisting of approximately 1.4 acres adjacent to the property of the Petitioner at 303 Norfolk Avenue, Roanoke, Virginia, which property is currently owned by Norfolk Southern Corporation and is not currently taxed by the City of Roanoke, Virginia. A plat showing said parcel is attached hereto as Exhibit A.

2. Your Petitioner desires to be an organization designated by a section within Article 4, Section 58.1-3650 et seq. of the 1950 Code of Virginia, as amended, in order that the referenced real estate, to be used exclusively for cultural, educational and historical purposes related to the transportation history of the Commonwealth of Virginia, be exempt from taxation under the provisions of Article X, Section 6(a)(6) of the Constitution of Virginia so long as your Petitioner is operated not for profit and the property so exempted is used in accordance with the purpose for which your Petition is classified.

3. If required by the City of Roanoke, your Petitioner agrees to pay to the City of Roanoke an annual service charge in an amount equal to twenty percent (20%) of the City of Roanoke tax levy, which would be applicable to this real estate, were our organization not tax exempt, for so long as this tax exemption continues.

4. Your Petitioner respectfully requests that the Council of the City of Roanoke adopt a resolution in accordance with the requirements of Section 30-19.04(B) of the 1950 Code of Virginia, as amended, after holding a public hearing with respect thereto where citizens shall have an opportunity to be heard in order that legislation involving the designation of property to be exempted from taxation pursuant to Article X, Section 6(a)(6) of the Constitution of Virginia may be presented to the General Assembly of Virginia.

In compliance with Section 30-19.04(B) the following questions are submitted for consideration:

1. Whether the organization is exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code of 1954.
 - (A) Your Petitioner is exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code of 1954.
2. Whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Alcohol Beverage Control Board to such organization for such use on such property.
 - (B) No annual alcoholic beverage license has been or will be requested or issued for use on the referenced property.
3. Whether any director or officer of the organization has been paid compensation in excess of reasonable allowances for salaries or

other compensation for personal services which such director or officer actually renders.

(A) No officers or directors of your Petitioner are paid compensation in excess of reasonable allowances for salaries or other compensation for personal services actually rendered. Your Petitioner has four (4) salaried employees none of whom are officers and only one of whom is a director.

4. Whether any part of the net earnings of such organization inures to the benefit of any individual and whether any significant portion of the services provided by such organization is generated by funds received by donations, contributions or local, state or federal grants. As used in this subsection donations shall include the providing of personal services or the contribution of in kind or other material services.

(A) No part of the net earnings of your Petitioner inures to the benefit of any individual. A significant portion of the services provided by your Petitioner has been generated by local, state or federal grants, including grants by the City of Roanoke, Roanoke County, City of Salem, City of Covington and the Commonwealth of Virginia.

5. Whether the organization provides services for the common good of the public.

(A) Your Petitioner provides services for the common good of the public in as much as it provides educational and cultural opportunities to learn about the rich transportation history of Virginia. In addition to on-site learning, specific programs tailored to the Standards of Learning are designed for school-aged children and offered to all surrounding schools. Our mission is to preserve and interpret the transportation heritage of the Commonwealth by collecting, restoring and exhibiting significant artifacts in order to serve and educate the citizens of Virginia. The Museum has 52 pieces of rolling stock, automobiles, trucks, carriages, and air artifacts as well as a Resource Library and Archives. We are the repository for the

Association of American Railroad's entire collection of photographs and slides.

6. Whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting, to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office.
 - (A) Your Petitioner is not involved in propaganda, influencing legislation or any political campaign on behalf of any candidate for public office.
7. No rule, regulation, policy or practice of the organization discriminates on the basis of religious conviction, race, color, sex or national origin.
 - (A) No rule, regulation, policy or practice of your Petitioner discriminates on the basis of religious conviction, race, color, sex or national origin.
8. The revenue impact to the locality and its taxpayers of exempting the property.
 - (A) No significant impact is anticipated as a result of the exemption, as the property is not currently on the Roanoke City tax rolls, being owned by Norfolk Southern Corporation. In fact, we anticipate that the additional acreage will provide much needed space for the Museum's restoration work, enhancing the tax revenue of the City of Roanoke by promoting and encouraging tourism and economic development opportunities along Norfolk Avenue.
9. Any other criteria, facts and circumstances which the governing body deems pertinent to the adoption of such resolution.
 - (A) The preservation and maintenance of the Museum's significant rolling stock collection including two City owned historic steam locomotives, the N&W 611 and N&W 1218, has been our greatest challenge. This collection has not been under cover in the Museum's

railyard and is rapidly deteriorating. To preserve this collection, the Museum will accomplish one of two objectives in July. The Museum will complete the Robert B. Claytor and W. Graham Claytor, Jr. Pavilion which will cover 3 railroad tracks and provide a protection for the majority of the Museum's railside collection. This Pavilion was built with funds from a 1994 Roanoke City Bond Referendum matched by funds from a TEA-21 grant provided by the Virginia Department of Transportation's Enhancement Funds. The second objective is to build a restoration facility separate from the Museum's main facility which would give the Museum's Restoration Department a safe, protective environment to restore, preserve, and maintain its rail collection. The additional land in this petition gives the Museum the land necessary to build this facility. Within the past five years, City government officials and downtown development organizations have encouraged revitalization of this previously bleak three block distance to the Museum by building a linear, landscaped "Railwalk" between the Museum and the City Market which features fountains, public art and benches along its path. Previously empty warehouses are being renovated, and landscaping around public parking lots is providing an improved "visitor friendly" landscape. We believe that the Virginia Museum of Transportation will play a prominent role in the City's continuing effort to improve its Norfolk Avenue neighborhood. We believe that our efforts will not only improve the quality of life for Roanoke City residents, but will add to the tax revenues of the City by serving as a destination for visitors to the Valley.

WHEREFORE, your Petitioner, Virginia Museum of Transportation, Inc., respectfully requests the Council of the City of Roanoke (1) that a resolution be adopted pursuant to Section 30-19.04 of the Code of Virginia stating the provisions of subsection B of that Code section have been examined and considered in conjunction with this petition seeking the designation of property to be exempted from taxation

pursuant to Article X, Section 6(a)(6) of the Constitution of Virginia at a public hearing at which citizens have had an opportunity to be heard and (2) that a recommendation be made to the General Assembly that this real property of your Petitioner be designated by a Section within Article IV, Section 58.1-3650 et seq. exempting this real property of your Petitioner from taxation so long as your Petitioner is operated not for profit and the property so exempt is used for the particular purposes of providing cultural, educational and historical opportunities to the public relating to the transportation history of the Commonwealth of Virginia.

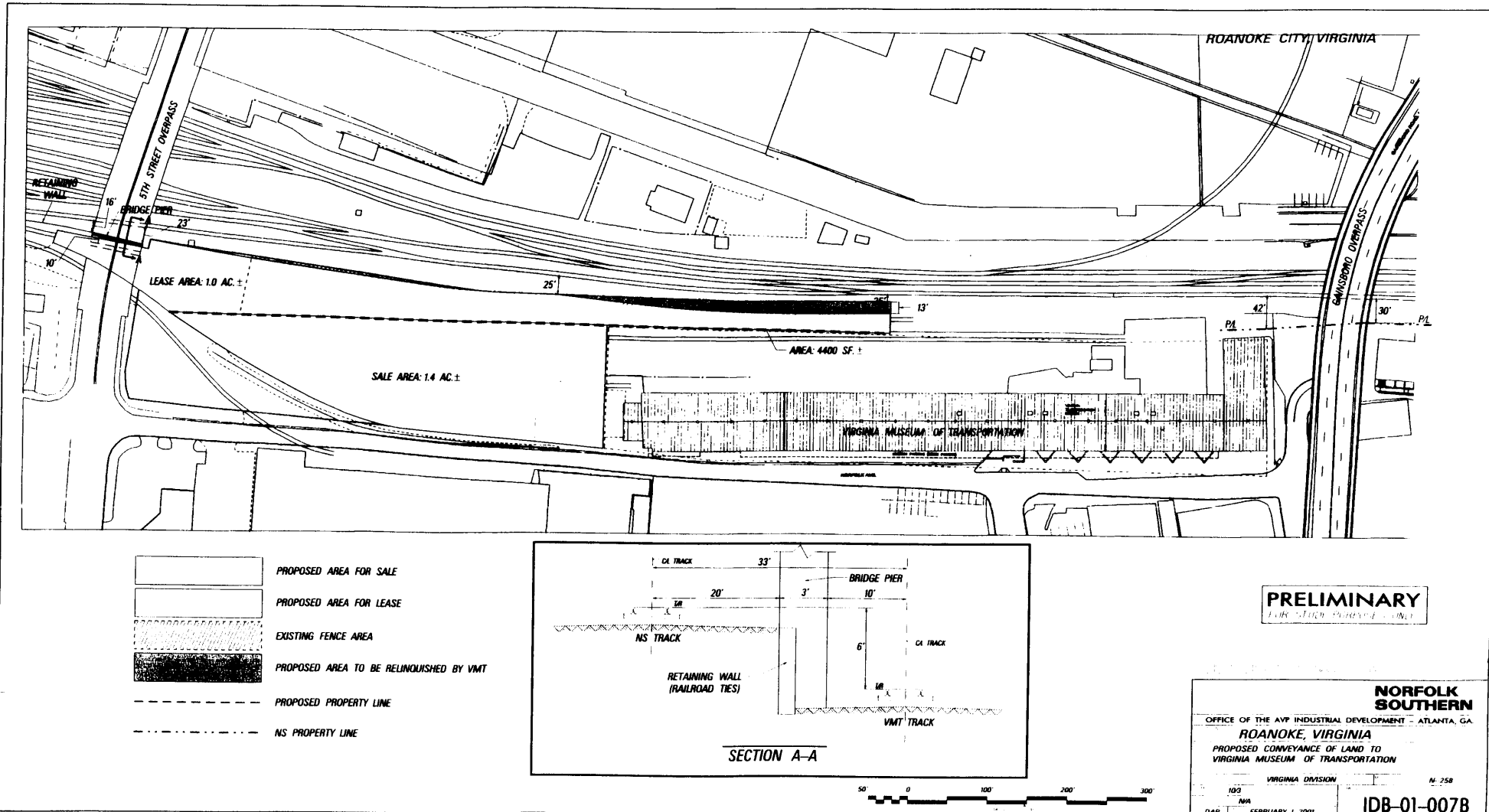
Respectfully Submitted this 12 day of June, 2002.

VIRGINIA MUSEUM OF TRANSPORTATION,
INC.

By: 

its

EXECUTIVE DIRECTOR





July 1, 2002

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable William H. Carder, Council Member
Honorable M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Encroachment into Public
Right-of-Way – Basketball
Goal at 3745 Forest Road, SW
Tax No. 1390514

The property owner at 3745 Forest Road, SW, John S. Edwards, has requested permission to retain in place a basketball goal, which encroaches into the public right-of-way. See Attachment #1. The owner has also requested that Council designate a portion of Forest Road as an area where play is permitted in the right-of-way, pursuant to the provisions of Sec. 46.2-932A, Code of Virginia.

The encroachment extends approximately three (3') feet into the right-of-way of Forest Road, and is approximately twelve (12') in height. The right-of-way of Forest Road at this location is approximately fifty (50) feet in width. Liability insurance and indemnification of City by the property owner shall be provided by the property owner as specified in the attached exhibit. Evidence of such coverage shall be approved by the City's Risk Manager. See Attachment #2.

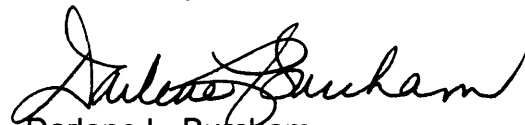
Recommended Action(s):

Council adopt an ordinance, to be executed by the property owners, John S. and Catherine D. Edwards, and recorded in the Clerk's office of the Circuit Court for the City of Roanoke, granting a revocable license to the property owners at 3745 Forest Road, SW, to allow the basketball goal that encroaches into the right-of-way of Forest Road, SW, to remain, and designating a portion of Forest Road as a play area, restricted to usage during daylight hours, and defined by a minimum of four temporary traffic cones.

The Honorable Mayor and Members of Council
July 1, 2002
Page 2

Said play area shall be described as an area beginning on a point at the location of the basketball goal, extending with a radius of thirty feet within the right-of-way of Forest Road, SW, and terminating at the property line of Tax No. 1390514.

Respectfully submitted,



Darlene L. Burcham
City Manager

DLB/SEF

Attachments

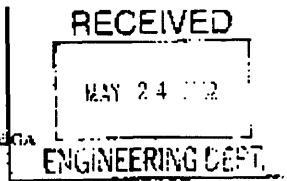
c: William M. Hackworth, City Attorney
Mary F. Parker, City Clerk
Jesse A. Hall, Director of Finance
Sarah E. Fitton, Engineering Coordinator

CM02-00147

Attachment #1

Law Office of
John S. Edwards

John S. Edwards, Admitted in VA and DC
Michelle C. F. Demott, Admitted in VA and GA



725 SunTrust Plaza
10 E. Franklin Road
P. O. Box 1179
Roanoke, Virginia 24006-1179
Telephone (540) 985-8625
Facsimile (540) 345-9850

May 23, 2002

Darlene L. Burcham
Manager, City of Roanoke
215 Church Avenue
Room 164
Roanoke, VA 24011-1591

RE: Your letter of January 18, 2002

Dear Ms. Burcham:

This will serve to reply to your letter of January 18, 2002 responding to my letter to Larry Minnix, Construction Technical Supervisor, dated January 2, 2002 and also to Larry A. Minnix's letter of May 13, 2002 requesting removal of my basketball goal or application to City Council for the goal to remain.

As I have previously noted, the basketball goal in question has been a benefit to the neighborhood for almost twelve years now and is located near the dead end of the road. The only vehicles which may come down the street are either turning around or parking to visit one of the two homes at the dead end of the street. It is not a thoroughfare and the area has been used safely for play by the neighborhood for many years. It is, in fact, a good location for children to shoot basketball. Given the limited recreational opportunities available, the city should encourage, not discourage, the provision of recreational activities such as this.

As you well know, there have been absolutely no complaints in the almost twelve years from anyone concerning this basketball goal. I do not believe that it can be considered "an obstruction" of any street, alley or sidewalk of the city in any ordinary sense of the term. Nor is it located on the street, but rather on the grass which we maintain. I remain puzzled that you would order city employees to expend valuable time "canvassing" the city looking for basketball goals to take down absent a particular complaint.

Since you persist in this matter, please consider this letter my petition to City Council for whatever conditional permit may be required under §15.2-2011 of the Code of Virginia, as amended, to "permit existing encroachments", and pursuant to §46.2-932A of the Code of Virginia, as amended, to designate this area of Forest Road as one where play is permitted.

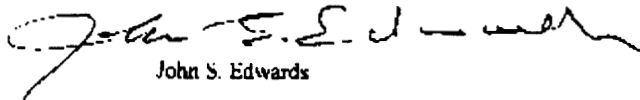
In making this request, we do not concede that the basketball goal is an "obstruction", or that it is located on city right-of-way. It is, however, a suitable place for children to play, as they have done so safely for almost twelve years.

I assume that your city crews will not mistakenly remove the basketball goal or otherwise trespass on my property.

We would invite any member of Council to view the location of this basketball goal should any member wish to do so.

I look forward to hearing from you concerning this petition to City Council pursuant to the above referenced provisions of the Code of Virginia.

Very truly yours,



John S. Edwards

JSE:arb

cc: William M. Hackworth, City Attorney
cc: Mayor and Members of Roanoke City Council
cc: City Council Members Elect
cc: Larry A. Minnix

**INSURANCE REQUIREMENTS
FOR ENCROACHMENTS IN RIGHT-OF-WAY
RESIDENTIAL**

Owner shall obtain liability insurance coverage with respect to claims arising out of the encroachment into the right-of-way. The amount of such insurance shall not be less than \$300,000. This insurance requirement may be met by either homeowner's insurance or commercial general liability insurance.

Owner shall name the City, its officers, agents, employees, and volunteers as additional insured as its interests may appear on the above policy. Such coverage shall not be canceled or materially altered except after thirty (30) days prior written notice of such cancellation or material alteration to the City Engineer of the City of Roanoke.

Owner shall indemnify and save harmless the City of Roanoke, its officials, officers and employees, from all claims for injuries or damages to persons or property that may arise by reason of the encroachment over public right-of-way.

WMH
IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE granting a conditional permit to allow for the encroachment of a basketball goal approximately three feet into the public right-of-way in front of the property located at 3745 Forest Road, S. W., and bearing Official Tax No. 1390514; designating a play area pursuant to the provisions of §46.2-932.A, Code of Virginia (1950), as amended, upon certain terms and conditions; and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that:

1. Permission is hereby granted the current owners, John S. and Catherine D. Edwards ("Permittee") and their grantees, assignees, or successors in interest, of the property bearing Official Tax No. 1390514, otherwise known as 3745 Forest Road, S. W., within the City of Roanoke, to permit an encroachment of a basketball goal approximately three feet into the public right-of-way of Forest Road, S. W., as more fully described in a report of the City Manager dated July 1, 2002.
2. Such license, granted pursuant to §15.2-2011, Code of Virginia (1950), as amended, shall be revocable at the pleasure of the Council of the City of Roanoke and subject to all the limitations contained in the aforesaid §15.2-2011.
3. It shall be agreed by the Permittee that, in maintaining such encroachment, the Permittee and their grantees, assignees, or successors in interest shall agree to indemnify and

save harmless the City of Roanoke, its officials, officers and employees from all claims for injuries or damages to persons or property that may arise by reason of the above-described encroachment in the public right-of-way.

4. Permittee, their grantors, assigns or successor in interest shall for the duration of this license maintain on file with the City Clerk's Office evidence of insurance coverage in an amount not less than \$300,000.00. This insurance requirement may be met by either homeowner's insurance or commercial general liability insurance. The certificate of insurance must list the City of Roanoke, its officers, employees, agents and volunteers as additional insureds. Such certificate shall state that insurance may not be canceled or materially altered without 30 days written advance notice of such cancellation or alteration being provided to the City's Risk Manager.

5. Pursuant to the provisions of §46.2-932.A, Code of Virginia, the following described portion of Forest Road is hereby designated as a play area, provided that such use is limited to daylight hours and a minimum of four temporary traffic cones shall be in place delineating the play area from adjacent right-of-way while in use as a play area:

Beginning on a point at the location of the basketball goal, extending with a radius of thirty feet within the right-of-way of Forest Road, S. W., and terminating at the property line of Official Tax No. 1390514.

6. The City Clerk shall transmit an attested copy of this ordinance to John S. and Catherine D. Edwards, 3745 Forest Road, S. W., Roanoke, Virginia 24015.

7. This ordinance shall be in full force and effect at such time as a copy, duly signed, sealed, and acknowledged by John S. and Catherine D. Edwards has been admitted

to record, at the cost of the Permittee, in the Office of the Clerk of the Circuit Court of the City of Roanoke and shall remain in effect only so long as a valid, current certificate evidencing the insurance required in Paragraph 4 above is on file in the office of the City Clerk.

8. Pursuant to §12 of the Roanoke City Charter, the second reading by title of this ordinance is hereby dispensed with.

ATTEST:

City Clerk.

ACCEPTED and EXECUTED by the undersigned this _____ day of _____, 2002.

John S. Edwards

Catherine D. Edwards

COMMONWEALTH OF VIRGINIA §
 § To-Wit:
CITY OF ROANOKE _____ §

The foregoing instrument was acknowledged before me in my jurisdiction aforesaid this _____ day of _____, 2002, by John S. Edwards and Catherine D. Edwards.

My Commission expires:_____.

Notary Public



July 1, 2002

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable William H. Carder, Council Member
Honorable M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Encroachment into Public
Right-of-Way – Retaining Wall
at 2908 Carolina Avenue, SW
Tax No. 1070502

The property owner at 2908 Carolina Avenue, SW, James V. Revercomb, Jr., has requested permission to maintain a retaining wall currently under construction along his driveway, which encroaches into the public right-of-way. See Attachment #1.

The encroachment extends approximately twenty-four feet into the right-of-way of Carolina Avenue, and varies in height between 12" and 48". See Attachment #2 for photograph. The right-of-way of Carolina Avenue at this location is approximately eighty (80) feet in width. There are several similar retaining walls on this side of Carolina Avenue. Liability insurance and indemnification of City by the property owner shall be provided by the property owner as specified in the attached exhibit, subject to approval of the City's Risk Manager. See Attachment #3.

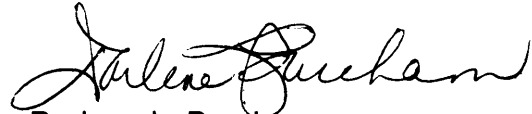
Recommended Action(s):

Council adopt an ordinance, to be executed by the property owners, James V. and Denise C. Revercomb, and recorded in the Clerk's office of the Circuit Court for the City

The Honorable Mayor and Members of Council
July 1, 2002
Page 2

of Roanoke, granting a revocable license to the property owners at 2908 Carolina Avenue, SW, to allow the retaining wall that encroaches into the right-of-way of Carolina Avenue, SW, to remain.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Darlene Burcham". The signature is fluid and cursive, with the first name "Darlene" and last name "Burcham" clearly distinguishable.

Darlene L. Burcham
City Manager

DLB/SEF

Attachments

c: William M. Hackworth, City Attorney
Mary F. Parker, City Clerk
Jesse A. Hall, Director of Finance
Sarah E. Fitton, Engineering Coordinator

CM02-00151

Attachment 1

To: City of Roanoke, Sarah Fitton - Engineering Dept.

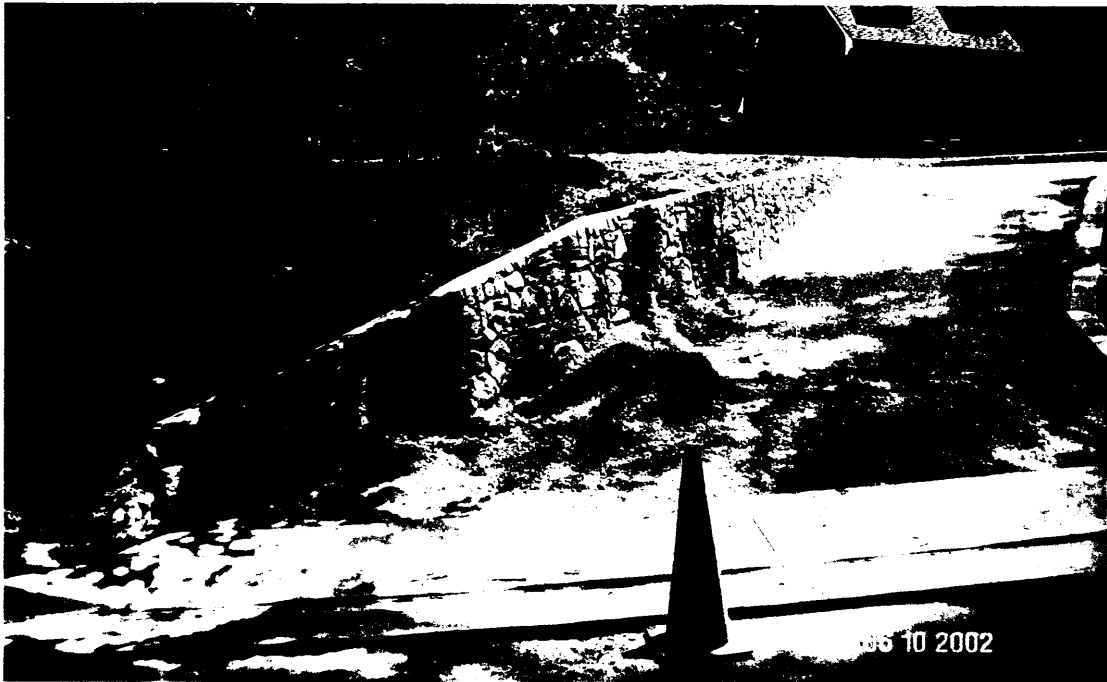
Subject: Encroachment Permit

I would like to obtain an encroachment permit for a retaining wall at 2908 Carolina Ave. which is built partly on the city right of way. The wall is used to retain soil along a new driveway entrance. The overall length of the wall is about 42 feet of which about 24 feet are on the city right of way. The height ranges from 18 inches to 52 inches. If the permit is approved I would agree to provide the required insurance and name the city as an additional insured as well as provide any documents or signatures releasing the city of any liability or maintenance responsibilities. Thank you for your consideration. Please let me know if you need any additional information.

Sincerely,
Jim Revercomb

Jim Revercomb
RevCar Fasteners, Inc.
A division of the Würth Group
P.O. Box 345 Roanoke, VA 24003
Direct: (540) 561-6565 Fax: (540) 561-6577
Email: jrevercomb@revcar.com

Subject Retaining Wall



Nearby Retaining Wall



ATTACHMENT 3

INSURANCE REQUIREMENTS FOR ENCROACHMENTS IN RIGHT-OF-WAY RESIDENTIAL

Owner shall obtain liability insurance coverage with respect to claims arising out of the encroachment into the right-of-way. The amount of such insurance shall not be less than \$300,000. This insurance requirement may be met by either homeowner's insurance or commercial general liability insurance.

Owner shall name the City, its officers, agents, employees, and volunteers as additional insured as its interests may appear on the above policy. Such coverage shall not be canceled or materially altered except after thirty (30) days prior written notice of such cancellation or material alteration to the City Engineer of the City of Roanoke.

Owner shall indemnify and save harmless the City of Roanoke, its officials, officers and employees, from all claims for injuries or damages to persons or property that may arise by reason of the encroachment over public right-of-way.

DLC

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE granting a revocable license to permit an encroachment of a retaining wall approximately twenty-four (24) feet into the public right-of-way in front of the property located at 2908 Carolina Avenue, S.W., and bearing Official Tax No. 1070502, upon certain terms and conditions; and dispensing with the second reading of this ordinance by title.

BE IT ORDAINED by the Council of the City of Roanoke that:

1. Permission is hereby granted the current owners, James V. Revercomb, Jr. and Denise C. Revercomb ("Licensee") and their grantees, assignees, or successors in interest, of the property bearing Official Tax No. 1070502, otherwise known as 2908 Carolina Avenue, S.W., within the City of Roanoke, to permit an encroachment of a retaining wall between twelve (12) inches and forty-eight (48) inches in height and approximately twenty-four (24) feet into the public right-of-way of Carolina Avenue, S.W., as more fully described in the City Manager's letter to Council dated July 1, 2002

2. Said license, granted pursuant to §15.2-2010, Code of Virginia (1950), as amended, shall be revocable at the pleasure of the Council of the City of Roanoke and subject to all the limitations contained in the aforesaid §15.2-2010.

3. It shall be agreed by the Licensee that, in constructing and maintaining such encroachment, the Licensee and their grantees, assignees, or successors in interest shall agree to indemnify and save harmless the City of Roanoke, its officials, officers and employees

from all claims for injuries or damages to persons or property that may arise by reason of the above-described encroachment in the public right-of-way.

4. Licensee, their grantors, assigns or successor in interest shall for the duration of this license, maintain on file with the City Clerk's Office evidence of insurance coverage in amounts not less than \$300,000.00. This insurance requirement may be met by either homeowner's insurance or commercial general liability insurance. Certificate of insurance must list the City of Roanoke, its officers, employees, agents and volunteers as additional insureds. Certificate shall state that insurance may not be canceled or materially altered without 30 days written advance notice of such cancellation or alteration being provided to the City Manager of the City of Roanoke.

5. The City Clerk shall transmit an attested copy of this ordinance to James V. Revercomb, Jr. and Denise C. Revercomb, 2908 Carolina Avenue, S.W., Roanoke, Virginia 24014.

6. This ordinance shall be in full force and effect at such time as a copy, duly signed, sealed, and acknowledged by James V. Revercomb, Jr. and Denise C. Revercomb, has been admitted to record, at the cost of the Licensee, in the Office of the Clerk of the Circuit Court of the City of Roanoke and shall remain in effect only so long as a valid, current certificate evidencing the insurance required in Paragraph 4 above is on file in the office of the City Clerk.

ATTEST:

City Clerk.

ACCEPTED and EXECUTED by the undersigned this _____ day of _____, 20__.

James V. Revercomb, Jr.

Denise C. Revercomb

COMMONWEALTH OF VIRGINIA §
 § To-Wit:

 §

The foregoing instrument was acknowledged before me in my jurisdiction aforesaid this _____ day of _____, 20__, by James V. Revercomb, Jr. and Denise C. Revercomb.

My Commission expires:_____.

Notary Public



July 1, 2002

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable William H. Carder, Council Member
Honorable M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Property Rights Acquisition for Lick
Run Greenway Project

The Lick Run Greenway is a part of the citywide greenway system which was identified in the City's comprehensive plan, Roanoke Vision 2001, as a potential greenway corridor and is supported by the citizens of Roanoke. Each portion is being constructed as funds become available. Two phases of construction have been completed. The final phase will extend the Greenway from Court Street to Hotel Roanoke. The design of the project is sufficiently complete to identify the property rights necessary for construction.

Authorization is needed to move forward with procurement of title work, appraisals, and document preparation related to acquisition of the necessary property rights. See Attachment 1 for a list of properties affected.

The projected cost for acquisition of the necessary property rights is approximately \$100,000, which will be funded through two VDOT TEA-21 grants totaling \$875,000.

Recommended Action:

Authorize the City Manager and City Attorney to take all steps necessary to acquire all property rights as shown on the attached list. Said property rights may be acquired by negotiation or eminent domain, and may include fee simple, permanent easements, permanent access easements, temporary construction easements, rights of way, licenses or permits, etc., subject to a satisfactory environmental site inspection.

Appropriate \$875,000 to the Lick Run Greenway project account no. 008-530-9754, and establish a revenue estimate in the amount of \$875,000 for the VDOT TEA-21 grant funds.

Respectfully submitted,

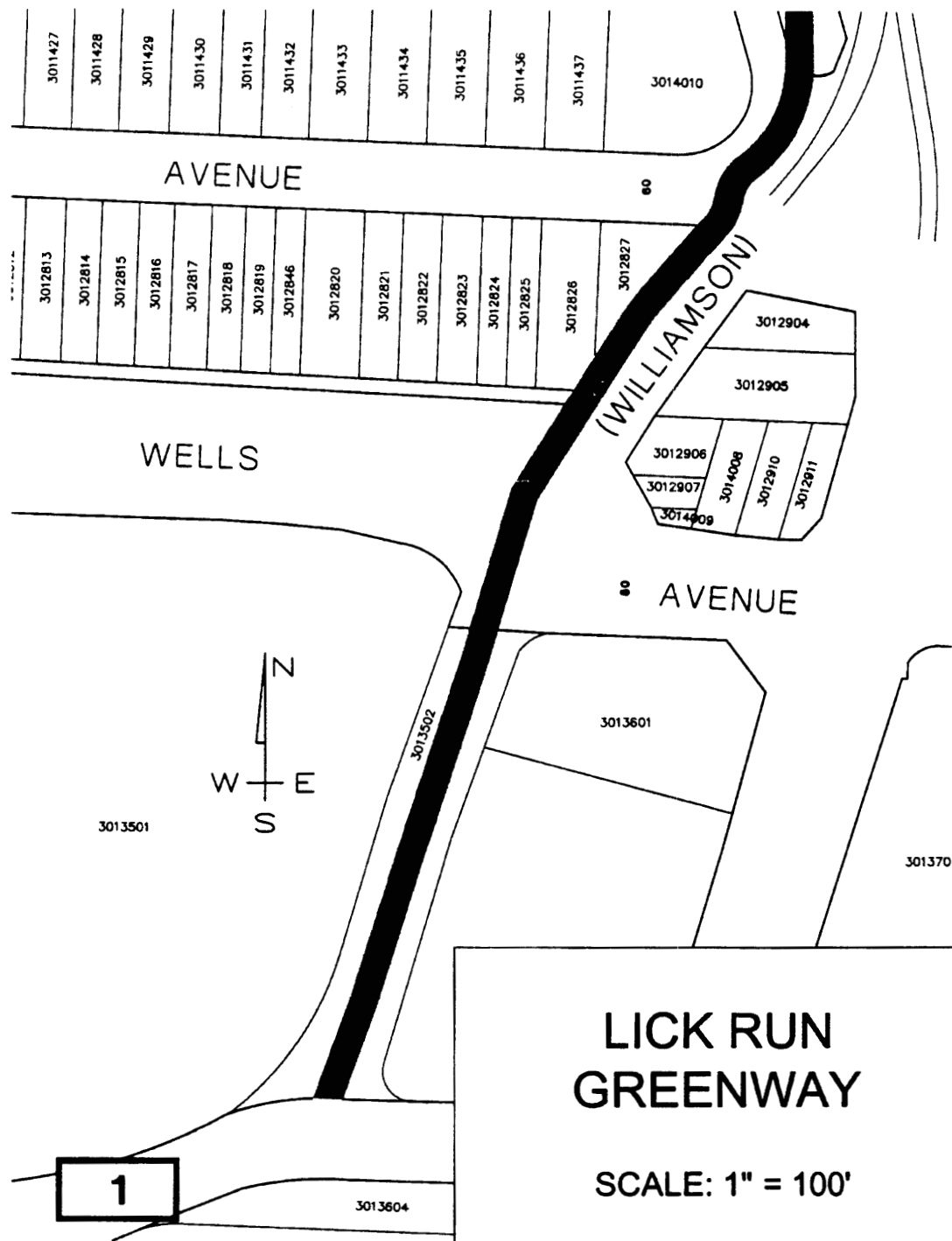
Darlene L. Burcham
City Manager

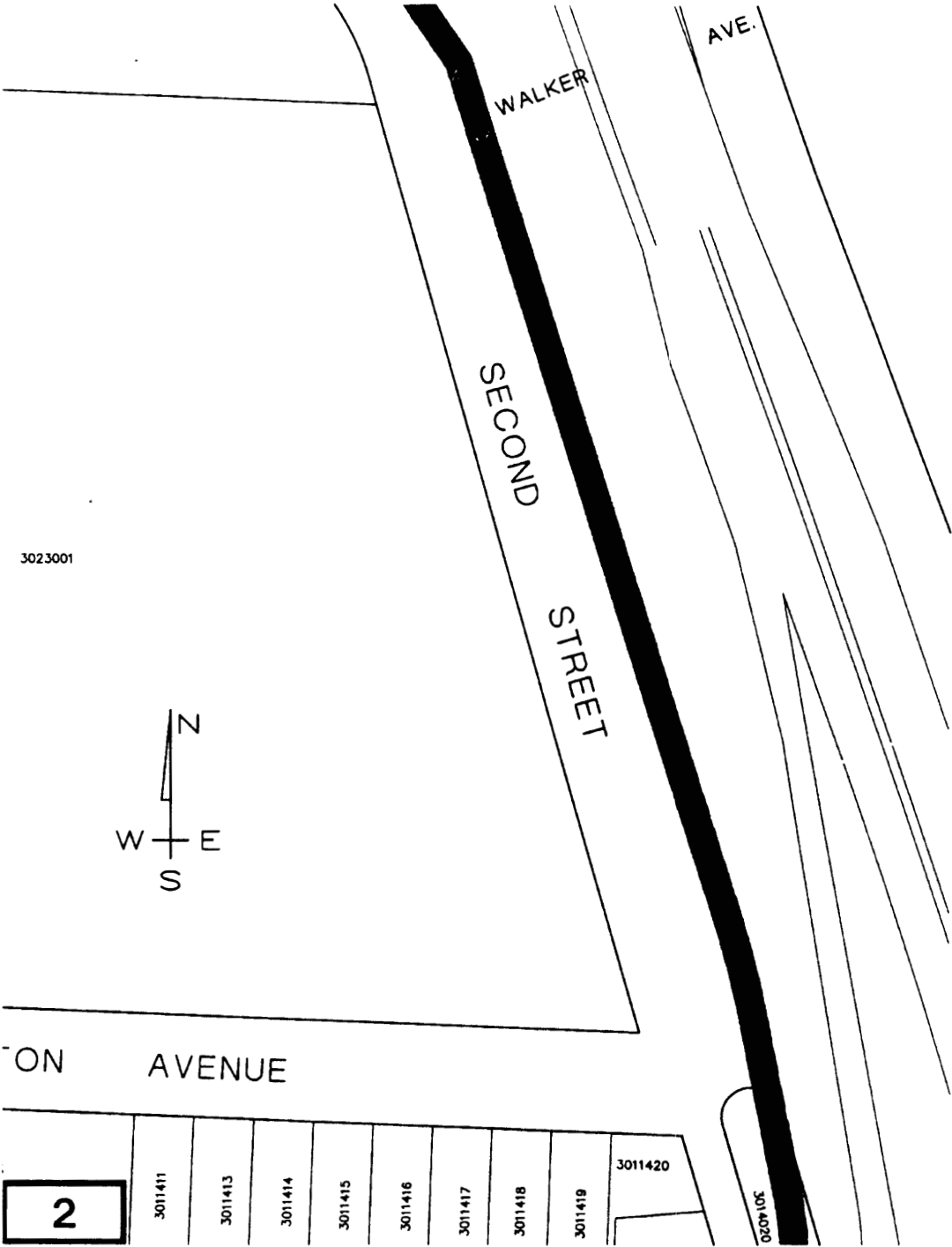
DLB/sef

Attachments

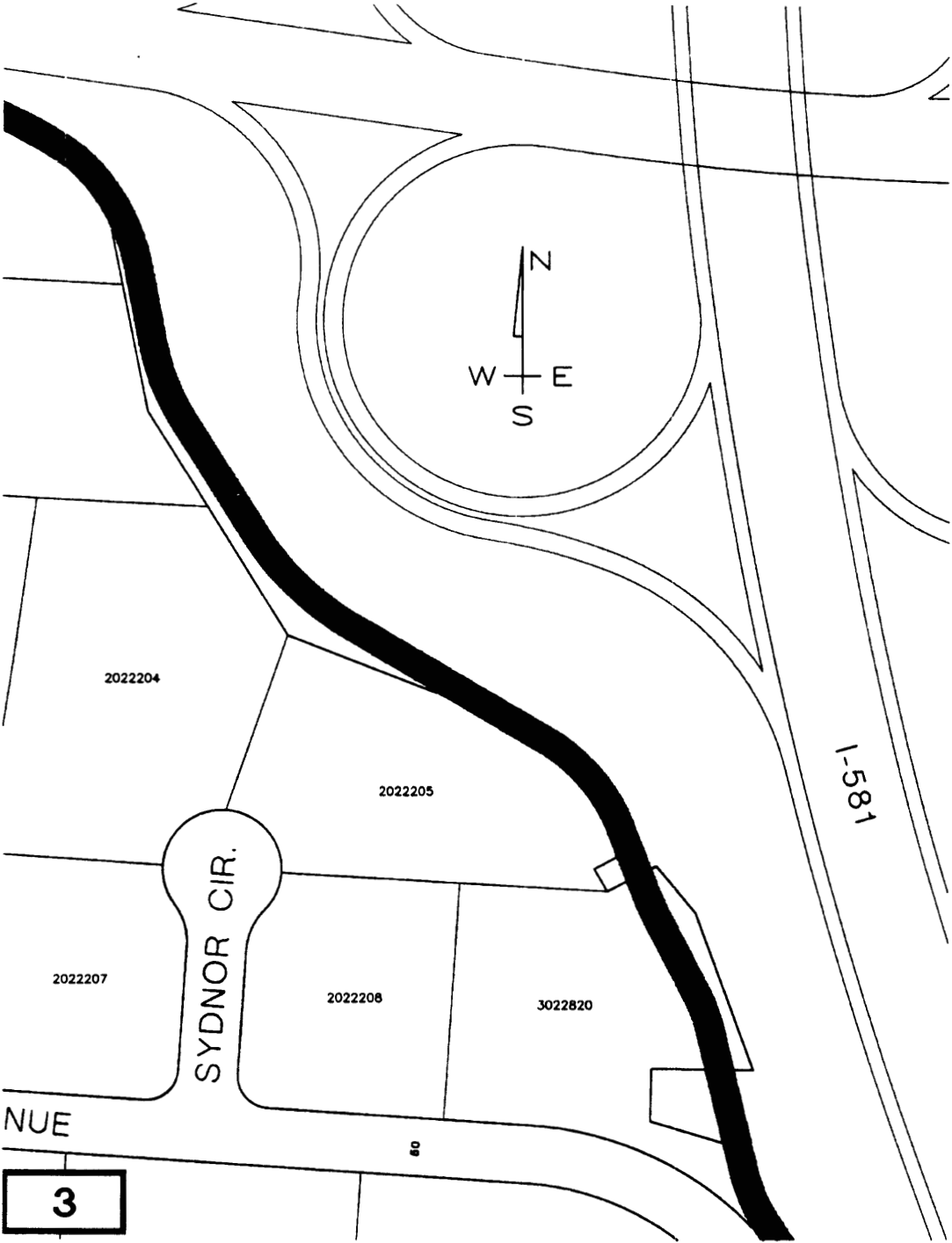
c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Sarah E. Fitton, Engineering Coordinator

#CM02-00134

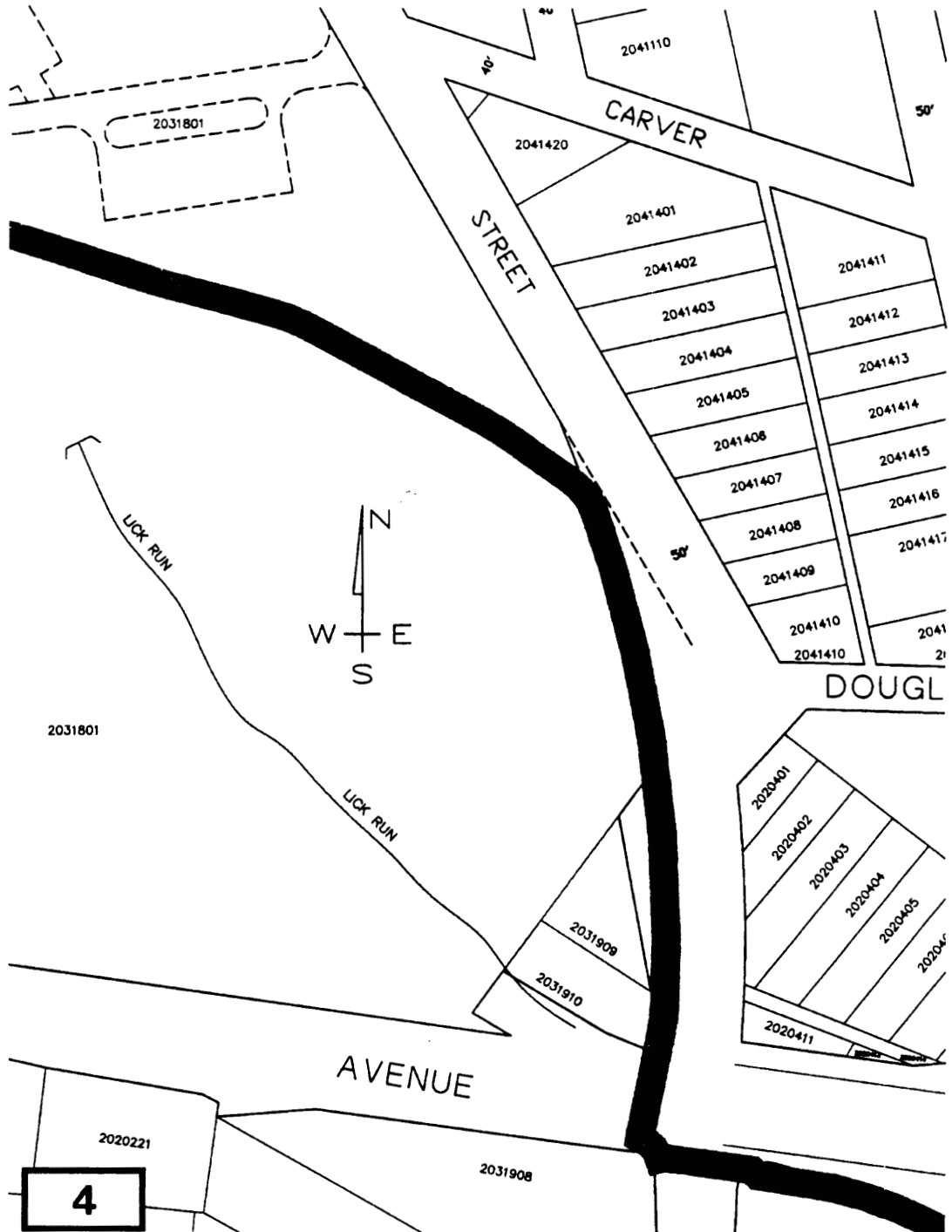


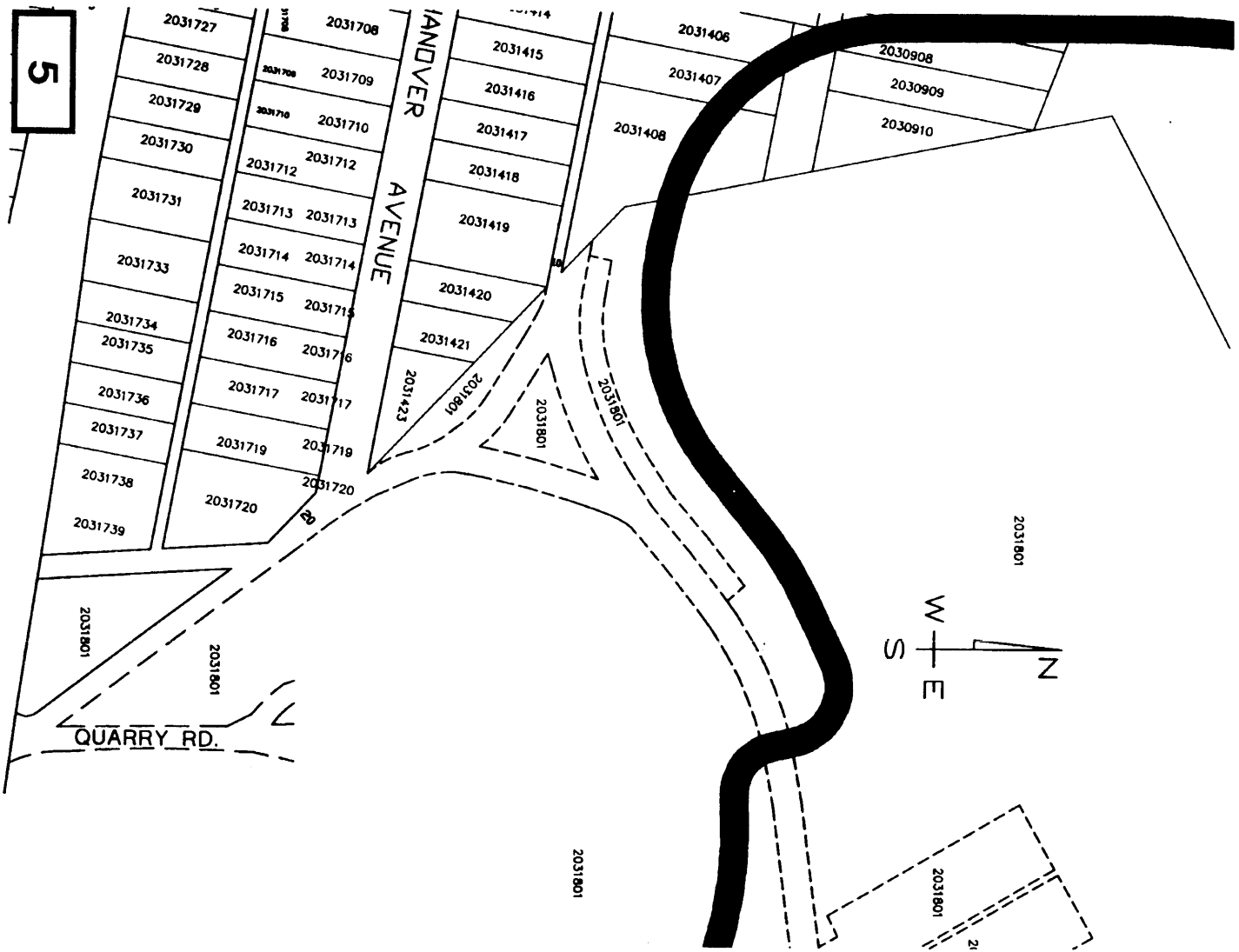


Attachment #3

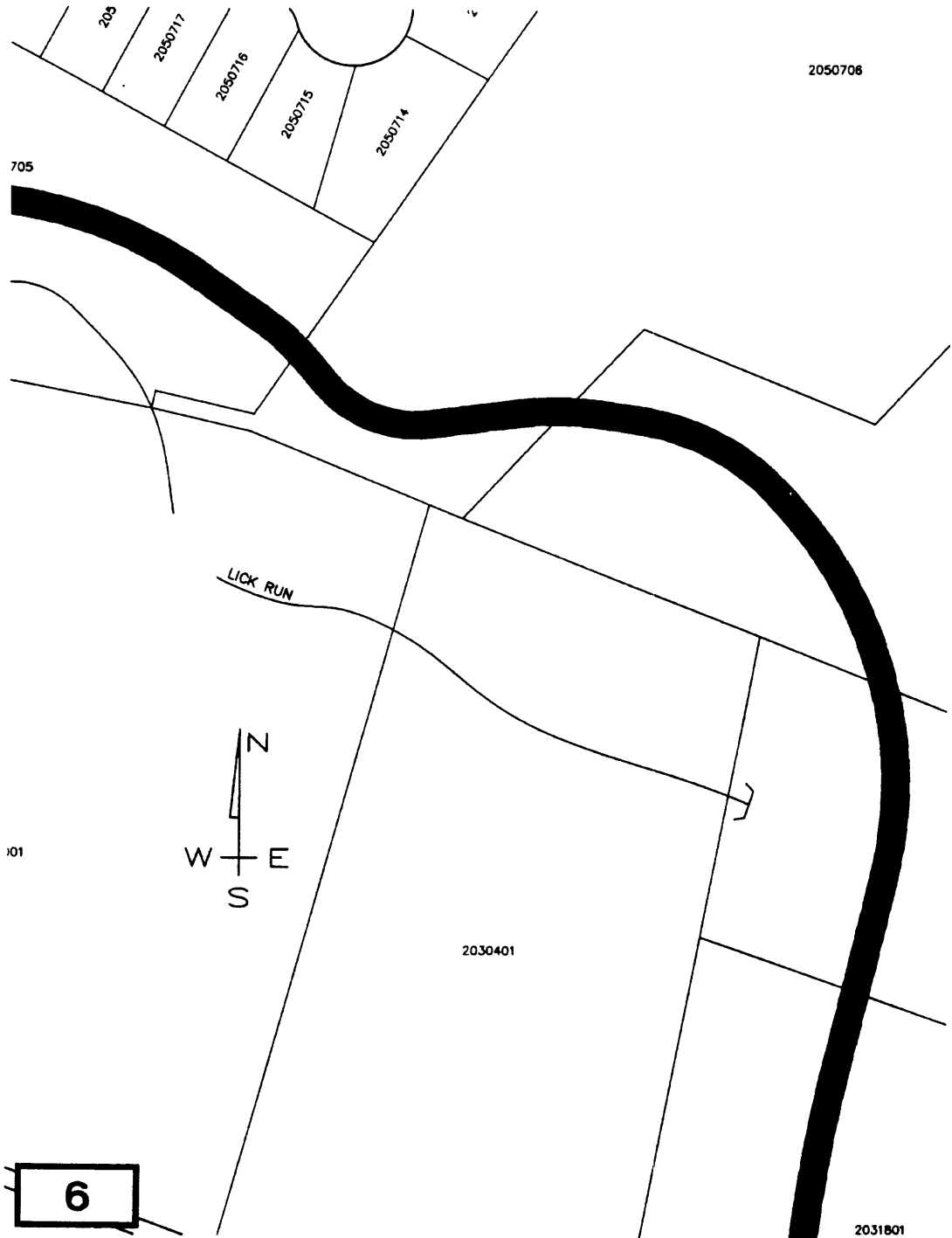


Attachment #4

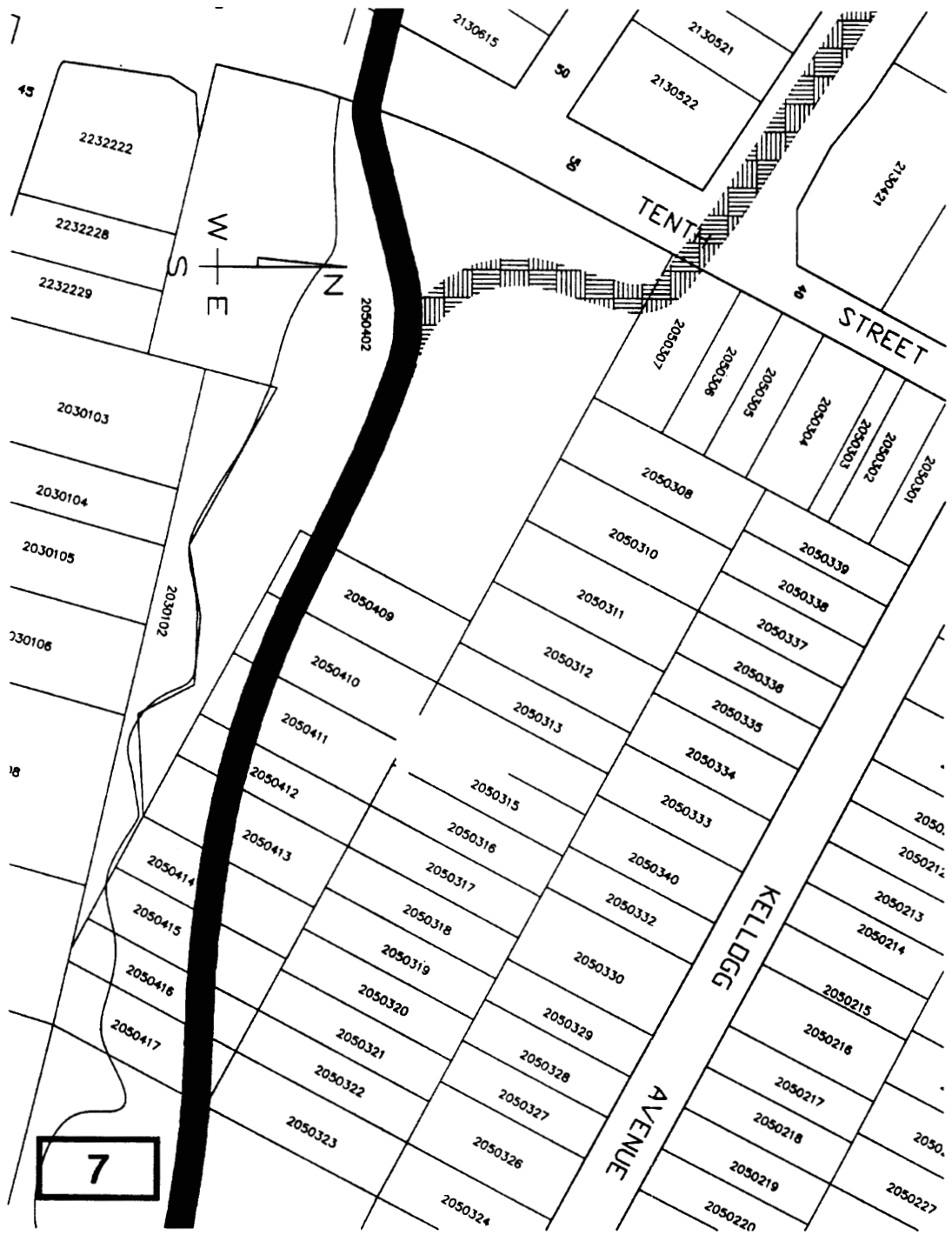




Attachment #6



Attachment #7



Attachment #8



AHS

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to amend and reordain certain sections of the 2002-2003 Capital Projects Fund Appropriations; and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that certain sections of the 2002-2003 Capital Projects Fund Appropriations, be, and the same are hereby, amended and reordained to read as follows, in part:

Appropriations

Recreation	\$ 27,753,541
Lick Run Greenway (1).	1,000,110

Revenues

Intergovernmental	\$ 3,525,556
Lick Run Greenway (2).	875,000

1) Appropriated from		
State Grant Funds	(008-530-9754-9007)	\$ 875,000
2) Lick Run Greenway -		
TEA21	(008-530-9754-9690)	\$875,000

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.

AN ORDINANCE providing for the acquisition of certain interests in property needed by the City for the final phase of the Lick Run Greenway Project; setting a certain limit on the acquisition costs of such property rights; providing for the City's acquisition of such property rights by condemnation, under certain circumstances; authorizing the City to make motion for the award of a right of entry on the property for the purpose of commencing the project; all upon certain terms and conditions; and dispensing with the second reading of this ordinance by title.

BE IT ORDAINED by the Council of the City of Roanoke that:

1. To provide for the final phase of the Lick Run Greenway Project, the City wants and needs certain fee simple interests, permanent and temporary construction easements, and/or rights of ingress, and licenses or permits, subject to a satisfactory environmental site inspection, as set forth in the report and attachments thereto in the City Manager's letter to this Council dated July 1, 2002. The proper City officials are authorized to take appropriate action to acquire the necessary property rights for the City from the respective owner or owners for such consideration as the City Manager deems appropriate, subject to certain limitations and subject to the applicable statutory guidelines. All requisite documents shall be approved by the City Attorney.

2. A public necessity and use exists for the acquisition of said property and immediate acquisition by purchase or condemnation is necessary and expedient.

3. The City Manager is directed to offer on behalf of the City to the owner of the property such consideration as she deems appropriate; provided, however, the total consideration offered or expended and any and all necessary closing costs, including but not limited to appraisal,

title reports, preparation of necessary documents and recordation costs, shall not exceed \$100,000.00 without further authorization of Council. Upon the acceptance of an offer and upon delivery to the City of deeds, approved as to form and execution by the City Attorney, the Director of Finance is directed to pay the consideration to the owner or owners, certified by the City Attorney to be entitled to the same.

4. Should the City be unable to agree with the owner or owners of the real estate identified above, or should any owner or owners be a person under a disability and lacking capacity to convey such interest or should the whereabouts of the owner or owners be unknown, the City Attorney is authorized and directed to institute condemnation or legal proceedings to acquire for the City the property rights identified above.

5. In seeking or conducting any condemnation proceeding, the City Attorney is authorized to make a motion on behalf of the City for entry of an order, pursuant to §25-46.8 or §33.1-120, *et seq*, Code of Virginia (1950), as amended, granting to the City the right to enter upon the property for the purpose of commencing the project. The Director of Finance, upon request of the City Attorney, shall be authorized and directed to draw and pay into court the sums offered to the respective owner or owners.

6. Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



July 1, 2002

The Honorable Ralph K. Smith, Mayor
The Honorable C. Nelson Harris, Vice Mayor
The Honorable William D. Bestpitch, Council Member
The Honorable William H. Carder, Council Member
The Honorable M. Rupert Cutler, Council Member
The Honorable Alfred T. Dowe, Council Member
The Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Amendment to Downtown
Service District Services
Agreement

On July 2, 2001, the City of Roanoke authorized the City Manager to execute a Downtown Service District Services Agreement between the City of Roanoke and Downtown Roanoke, Inc. for a period of five years. Paragraph 3.7, Disbursements to DRI, states the net revenue collected from the additional service district tax, less the City's annual direct costs, will be presented to DRI in return for providing promotional services within the downtown district.

The proposed amendment will eliminate the City's annual direct costs fee, which is currently \$2,000, allowing additional funds for promotion and development. Such amendment will be effective for the 2001-2002 fiscal year and in the future.

Section 32-102.3 (a) of the Code of the City of Roanoke (1979), as amended, needs to be amended to eliminate the requirement that the "Costs of collecting, accounting for and administering the tax provided for by this division shall be a charge against revenues derived from such tax."

Recommendation:

Authorize the City Manager to execute an amendment to the Downtown Service District Services Agreement between the City of Roanoke and DRI for a period ending June 30, 2006, that is substantially similar to the one attached hereto;

Mayor Smith and Members of City Council
Page 2
July 1, 2002

such amendment to be approved as to form by the City Attorney. Furthermore, authorize the City Manager to take such further action as is necessary to implement and administer such amendment.

Amend Section 32-102.3(a) of the Code of the City of Roanoke (1979), as amended, by deleting the last sentence, which reads, "Costs of collecting, accounting for and administering the tax provided for by this division shall be a charge against revenues derived from such tax."

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Darlene Burcham", written in a cursive style.

Darlene L. Burcham
City Manager

DLB:lsb

Attachments

c: Jesse A. Hall, Director of Finance
William M. Hackworth, City Attorney
Mary F. Parker, City Clerk
Sherman Holland, Commissioner of the Revenue
Beth Neu, Director of Economic Development

CM02-0129

**AMENDMENT NO. 1
TO
DOWNTOWN SERVICE DISTRICT
SERVICES AGREEMENT**

THIS AMENDMENT No. 1 to the Downtown Service District Services Agreement is made this ____ day of July, 2002, by and among the **CITY OF ROANOKE**, a municipal corporation of the Commonwealth of Virginia (the "City") and the **Downtown Roanoke, Inc.**, a corporation organized and existing under the laws of the Commonwealth of Virginia (the "DRI").

WITNESSETH:

WHEREAS by Agreement dated July 1, 2001, the City and the DRI entered into the Downtown Service District Services Agreement relating to promotion and development of the Downtown Service District, and to certain services to be performed by the DRI in connection therewith; and

WHEREAS, the parties now desire to amend the July 1, 2001, Agreement, by deleting the words ". . . less the City's direct costs incurred in collecting and administering such receipts as provided by § 32-102.3, Code of the City of Roanoke, currently charged at \$2000. It is contemplated that the \$2000 charge will not increase during the term of this Agreement," from Paragraph 3.7 (a), Disbursements to DRI, to eliminate the fee charged by the City, as currently contained in the Agreement.

THEREFORE, in consideration of the above premises, and other good and valuable consideration, the receipt of which is hereby acknowledged, the City and DRI agree as follows:

1. Paragraph 3.7. Disbursements to DRI (a), contained in the July 1, 2001, Agreement is hereby changed to read, "For purposes of this section, the phrase "actual net revenues" shall mean actual tax receipts to the City under § 32-102.1, Code of the City of Roanoke. In no year shall total payments to DRI exceed actual net revenues for the year. This amendment shall be effective for the City's 2001-2002 fiscal year and in the future.
2. Except as changed or modified herein, the conditions, terms and obligations of the July 1, 2001, Agreement shall remain unchanged in all other respects.

WITNESS the following signatures and seals:

ATTEST:

CITY OF ROANOKE

Mary F. Parker, City Clerk

By _____
Darlene L. Burcham, City Manager

ATTEST:

DOWNTOWN ROANOKE, INC.

By _____
Secretary

By _____
President

Appropriation and Funds Required
For this Agreement Certified:

APPROVED AS TO FORM

Director of Finance

City Attorney

Date

Account Number

APPROVED AS TO EXECUTION

City Attorney

AN ORDINANCE amending and reordaining subsection (a) of §32-102.3, Purposes of tax, of Division 6, Downtown Service District, of Article II, Real Estate Taxes Generally, of Chapter 32, Taxation, of the Code of the City of Roanoke (1979), as amended, to eliminate the requirement of charging the costs of collecting, accounting for and administering the tax against the revenues derived from such tax; and dispensing with the second reading of this ordinance, effective retroactively to July 1, 2001.

BE IT ORDAINED by the Council of the City of Roanoke that:

1. Subsection (a) of Section 32-102.3, Purposes of tax, of Division 6, Downtown Service District, of Article II, Real Estate Taxes Generally, of Chapter 32, Taxation, of the Code of the City of Roanoke (1979), as amended, is hereby amended and reordained, effective retroactively to July 1, 2001, to read and provide as follows:

§32-102.3. Purposes of tax.

- (a) Taxes collected pursuant to this division shall be levied for and used to provide additional governmental services not being offered uniformly throughout the entire city, including, but not limited to, economic and business development and promotional activities intended to foster business retention, business recruitment and developer recruitment; planning for the development or revitalization of downtown and for the transportation and public facility and public space needs of downtown; and those public purposes enumerated in section 15.2-2403, Code of Virginia (1950), as amended.

* * *

2. Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION authorizing the execution of an amendment to the Downtown Service District Services Agreement between the City of Roanoke, Virginia, and Downtown Roanoke, Inc. (DRI), that will provide for the elimination of the City's annual direct costs fee, which is currently \$2,000; and authorizing the City Manager to take such further action as is necessary to implement and administer the terms of such amendment.

BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. The City Manager and the City Clerk are authorized to execute and to attest, respectively, an amendment to the Downtown Service District Services Agreement between the City and Downtown Roanoke, Inc., dated July 1, 2001, which will provide for the elimination of the City's annual direct costs fee, which is currently \$2,000.
2. The amendment shall be substantially similar to the one attached to the City Manager's letter to this Council dated July 1, 2002, and shall be approved as to form by the City Attorney.
3. The City Manager is also authorized to take such further action as may be necessary to implement and administer the terms of the amendment referred to above.

ATTEST:

City Clerk

July 1, 2002

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable William H. Carder, Council Member
Honorable Rupert M. Cutler, Council Member
Honorable Alfred T. Dowe, Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Bid Award
Multi-Functional Printer/Copier
Department of Technology
#CM02-00152

Background:

This is a multi-phase project to replace copiers, desktop printers, and fax machines throughout the Municipal Building and certain remote locations with digital multi-functional devices. These devices will be capable of attaching to the City's network infrastructure for distributive printing directly from the Department of Technology's data center, print and fax from a desktop computer, and perform advanced functions for copying and scanning. This solution provides the latest technology to the city departments for increased functionality and efficiency of operations.

Phase one includes replacement of equipment in Municipal Building South along with the Human Resources department. Additional phases of this project to replace equipment in other departments will be implemented as funds become available.

After proper advertisement, two bids were received on November 19, 2001, with the XEROX Corporation, 3800 Electric Road, SW, Roanoke, Virginia 24018, submitting the low bid to lease the equipment over a five year (60 month) period at \$10,024 per month for a total of \$601,460.

Funding has been included in the FY2002-2003 budget for the lease payment and initial network setup for the devices. A justification study providing the validation of the cost savings was made in the departments to be implemented.

Honorable Mayor and Members of Council
July 1, 2002
Page 2

Recommended Action:

Accept the above bid and authorize the City Manager to execute a contract for the above equipment with the XEROX Corporation in the amount of \$601,460 with the contract date commencing on July 1, 2002 for 60 months and reject the other bid.

Respectfully submitted,



Darlene L. Burcham
City Manager

#CM02-0152

DLB/js

cc: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Robert Bird, Acting Purchasing Manager
Barry L. Key, Director, Department of Management and Budget
Joe D. Slone, Director, Department of Technology

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION accepting the bid of Xerox Corporation and authorizing the City Manager to execute an agreement with Xerox Corporation for the lease of multi-functional printer/copiers to be placed throughout the municipal building, upon certain terms and conditions; and rejecting all other bids made for such items.

BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. The bid submitted by the Xerox Corporation to lease multi-function printer/copiers to the City over a five year period at a total cost of \$601,460.00, is hereby ACCEPTED.
2. The City Manager and City Clerk are hereby authorized to execute and attest, respectively, a lease agreement with the Xerox Corporation for the lease of multi-functional printer/copiers to be placed throughout the municipal building over a five year period at a total cost of \$601,460.00 and as further stated in the City Manager's letter to Council dated July 1, 2002. Such lease agreement to be upon form approved by the City Attorney.
3. Any and all other bids made to the City for the aforesaid item are hereby REJECTED, and the City Clerk is directed to notify each such bidder and to express to each the City's appreciation for such bid.

ATTEST:

City Clerk.



Office of the City Manager

July 1, 2002


Honorable Ralph K. Smith, Mayor, and Members of City Council
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

Subject: Contract for
Management and Operation
Services for All City of Roanoke
owned and/or Controlled Parking
Garages and Surface Parking
Lots
#CM02-00153

This is to request space of Council's July 1, 2002 agenda for a report on the
above referenced subject.

Respectfully submitted,


Darlene L. Burcham
City Manager

DLB: djm

c: City Attorney
Director of Finance
City Clerk



July 1, 2002

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable, William H. Carder, Council Member
Honorable W. Alvin Hudson, Jr., Council Member
Honorable William White, Sr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Purchase of Hydraulic
Excavator, Bid No. 02-05-38

Background:

Capital Maintenance and Equipment Replacement Program (CMERP) has identified the need to purchase one hydraulic excavator to replace two older excavators, one a rubber tired machine that has already been sold and the other a track machine that is about 30 years old. The item will be purchased from the proceeds of the 2002 Capital Lease Program.

Specifications were developed and, along with Invitation for Bids, were sent to eleven (11) qualified providers. The bid was publicly advertised in accordance with Chapter 23.1 of the Code of the City of Roanoke.

Considerations:

The lowest bid by J. W. Burress, Inc. for a Daewoo Solar 170LC-V did not meet specifications. The Daewoo machine has only two forward and reverse travel speeds instead of the three speeds required; and at 9 ft 2 in wide, it would require a special over width permit to transport to job locations because it is 8 inches wider than the maximum 8 ft 6 in. width allowed by Virginia Department of Motor Vehicle Regulations.

The next two low bidders, Briggs Construction Equipment, Inc. and Carter Machinery Company, Inc, did not meet specifications because the Case CX160 has only two speed travel on the tracks instead of the three required. The Case CX160 has 28,776 lb drawbar pull, which is less than the 31,000 lb drawbar pull specified.

Mitchell Distributing Co.'s bid of \$107,570.00 for a Komatsu PC150LC-6 is the lowest bid that meets all specifications.

Funding in the amount of \$107,570 is available in account 017-440-9852-9035.

Recommended Action:

Award the bid for one Komatsu PC150LC-6 hydraulic excavator to Mitchell Distributing Co. at a total cost of \$107,570.00, authorize the City's Manager of the Purchasing Division to issue a purchase order, and reject all other bids.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Darlene L. Burcham", written in a cursive style.

Darlene L. Burcham
City Manager

DLB: rhb

Attachment

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Kenneth King Jr., Manager, Streets and Traffic
Dick Bain, Acting Manager, Fleet Management
Robert H. Bird, Acting Manager, Purchasing

CM02-00146

Bid Tabulation
 Bids were received, publicly opened and read at 2:00 p.m., May 31, 2002
 For
 Hydraulic Excavator
 Bid Number 02-05-38

Vendor	Make	Model	Unit Cost
J. W. Burrell, Inc.	Daewoo	Solar 170LC-V	96,936.00
Briggs Construction Equipment, Inc.	Case	CX160	102,639.00
White Oak Equipment, Inc.	Case	CX160	105,672.00
Mitchell Distributing Co.	Komatsu	PC150LC-6	107,570.00
Carter Machinery Company, Inc.	Caterpillar	3046T	107,825.00
Scott-Gallagher, Inc.	Kobelco	SK1602C	108,434.00
James River Equipment, Inc.	Deere	160LC	117,979.00
Baker Brothers, Inc.	No response		
L. B. Smith, Inc.	No response		
L&S Plumbing and Excavating, Inc.	No response		
Prime Equipment	No response		

Bold type indicates recommended vendor. See report for explanation of recommendation other than low bidder.

SST
Glad

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION accepting the bid of Mitchell Distributing Co., for the purchase of one (1) new hydraulic excavator, upon certain terms and conditions; and rejecting all other bids made for such items.

BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. The bid submitted by Mitchell Distributing Co., to furnish one (1) new Komatsu PC150LC-6 hydraulic excavator, at a total cost of \$107,570.00, as set forth in the letter dated July 1, 2002, from the City Manager to this Council, is hereby ACCEPTED.

2. The City's Manager of Supply Management is hereby authorized to issue the requisite purchase orders for the purchase of such equipment, and the City Manager is authorized to execute, for and on behalf of the City, any required purchase agreements with respect to the aforesaid equipment, such documents to be in form approved by the City Attorney.

3. Any and all other bids made to the City for the aforesaid items are hereby REJECTED, and the City Clerk is directed to notify each such bidder and to express to each the City's appreciation for such bid.

ATTEST:

City Clerk.

CITY OF ROANOKE

DEPARTMENT OF FINANCE

215 Church Avenue, S.W., Room 461

P.O. Box 1220

Roanoke, Virginia 24006-1220

Telephone: (540) 853-2821

Fax: (540) 853-6142

JESSE A. HALL

Director of Finance

email: jesse_hall@ci.roanoke.va.us

ANN H. SHAWVER

Deputy Director

email: ann_shawver@ci.roanoke.va.us

July 1, 2002

The Honorable Ralph K. Smith, Mayor
 The Honorable C. Nelson Harris, Vice Mayor
 The Honorable William D. Bestpitch, Council Member
 The Honorable William H. Carder, Council Member
 The Honorable M. Rupert Cutler, Council Member
 The Honorable Alfred T. Dowe, Jr., Council Member
 The Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

SUBJECT: May Financial Report

This financial report covers the first eleven months of the 2001-2002 fiscal year. The following narrative discusses revenues and expenditures to date.

REVENUE

General Fund revenues reflect an increase of 2.28% or \$3,798,000 compared to FY01. Variances in specific categories of revenues are as follows:

General Property Taxes increased 2.12% or \$1,403,000. Real estate tax, the largest tax collected by the City, is up 5.1% or \$2.3 million from the prior year and has exceeded budget estimates by approximately \$.5 million. Personal property taxes, the second largest tax, were due May 31st. As anticipated, revenues from this tax have declined approximately 3% from the prior year and are well under budget. Personal property taxes collected from property owners are reflected in this local tax category. The portion of the personal property tax which is reimbursed by the State is recorded as Grants-in-Aid Commonwealth. The decline in personal property tax is attributed to lower assessments for vehicles, business personal property and machinery and tools. The public service tax has declined approximately 2.2% since FY01, but is expected to exceed the estimate for the year. Penalties and interest are also lower than in FY01, but are again in excess of the budgeted estimate.

Other Local Taxes are up 0.84% or \$425,000. At May 31st, sales tax was down 1.53% or \$226,000 from the prior year, an improvement over recent months where the tax has been as much as 3% lower than the prior year level. Utility taxes as a whole have declined slightly since the prior year, although the electric tax has risen and gas tax fallen. Business license tax (BPOL) has performed at approximately the same level as in FY01, producing revenue slightly greater than the budgeted amount. The bank stock tax has dropped, as expected, with revenues that are \$300,000 lower than FY01 through May 31st. Cellular phone utility tax is also up due to the increasing number of subscribers, and prepared food and beverage taxes continue to reflect growth at approximately 4% over the prior year. Rate increases took effect in FY02 to the cigarette and transient room taxes. The cigarette tax revenue has grown 45%, not keeping pace with the 59% rate increase imposed. The transient room tax growth has fared better, with revenue up 16% compared to a rate increase of 17%. The increased cigarette tax revenue is being dedicated to debt service for the series 2002 bonds. The increased transient room tax revenues are being used to fund an additional contribution to the Roanoke Valley Convention and Visitors Bureau.

Permits, Fees and Licenses are up \$229,000 or 29.63% due to increases in rates charged for building, electrical and plumbing inspections as well as the establishment of new construction-related fees.

Fines and Forfeitures rose 30.32% or \$246,000. General District Court fines are up 15% due to an increase in caseload. Several fines also increased. Revenues from parking tickets rose 66% as compared to the prior year. Civilianizing of the ticketing function combined with an increase in parking fines has led to an increase in parking ticket revenues.

Miscellaneous Revenue is up \$73,000 or 21.37%. This growth is the result of the transfer of \$105,000 to the General Fund from the Transportation Fund and an increase in miscellaneous revenue. The Transportation Fund is providing funding to the General Fund in FY02 to partially fund the subsidy to the Greater Roanoke Transit Company (GRTC). In prior years, that subsidy was paid through the Transportation Fund. Increases are partially offset by a decline in the payment in lieu of taxes received from Roanoke Redevelopment and Housing Authority and a decrease in proceeds from the sale of surplus property. The payment in lieu of taxes is based on a percentage of rent collected less utility and maintenance costs. The amount of rent collected has decreased, due in part to the Lincoln 2000 construction project, while utility costs increased. Surplus property sales are down on a year-to-date basis due to the fact that an extra sale was held in FY01 to remove surplus vehicular equipment.

EXPENDITURES AND ENCUMBRANCES

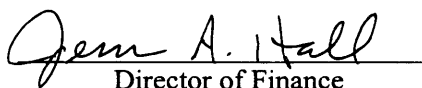
General fund expenditures and encumbrances have increased 4.14% or \$7,118,000 since FY01. Variances in individual expenditure categories are discussed as follows:

Health and Welfare expenditures rose \$1,934,000 or 8.92%. Salary and client assistance costs in the Social Services department are up as are expenditures under the Comprehensive Services Act. Payments to Blue Ridge Behavioral Health Care have increased due to timing differences.

Community Development expenditures increased 22.13% or \$840,000 due to the establishment of the Neighborhood Partnership department as part of the General Fund. This department was included in the Grant Fund in prior years. Memberships and Affiliations expenditures increased due to increased contributions to the Roanoke Valley Convention and Visitors Bureau.

Nondepartmental expenditures increased 15.01% or \$1,399,000. Transfers of CMERP funding to the Department of Technology and Fleet Funds are larger in FY02 than FY01. The current fiscal year is the first year repayment of the equipment lease is required and transfers were made to the Fleet and Department of Technology Funds for this repayment. The transfer of the GRTC subsidy, which was previously paid through the Transportation Fund, also contributed to the increase in this category.

I would be pleased to answer questions City Council may have regarding the monthly financial statements.


Director of Finance

JAH/tht
Attachments

**CITY OF ROANOKE, VIRGINIA
SUMMARY OF CITY MANAGER TRANSFERS
AND AVAILABLE CONTINGENCY
MAY 31, 2002**

<u>Transfer Number</u>	<u>Date</u>	<u>Explanation</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
<u>General Fund:</u>					
CMT-1863	07/30/01	Donation to Brain Injury Association	Jail	Membership and Affiliations	\$ 5,000
CMT-532	08/09/01	Tipping Fees	Solid Waste Management	Engineering	568
CMT-533	08/09/01	Tipping Fees	Solid Waste Management	Building Maintenance	2,270
CMT-1176	08/28/01	Deficit in State and Local Hospitalization Reimbursements	Human Services Support	Hospitalization Program	995
CMT-1177	08/31/01	Fees Due to Downtown Roanoke Inc. Related to Farmer's Market	Contingency*	Memberships and Affiliations	15,856
CMT-536	10/04/01	Consultant Payment for Health Care Renewal	Residual Fringe Benefits	Human Resources	13,000
CMT-1195	10/04/01	Adoption Incentive Funds	Income Maintenance	Social Services-Services	15,089
CMT-544	11/20/01	Feasibility Study Related to Proposed Art Center	Residual Fringe Benefits	City Manager	75,000
CMT-1214	12/12/01	Contribution to Greater Raleigh Court Civic League	Pay Raise/Supplemental Budget	Memberships and Affiliations	25,000
CMT-548	12/13/01	RRHA Property Reimbursement	Juvenile and Domestic Relations Court Services	Housing and Neighborhood Services	53,700
CMT-550	01/16/02	Fund Professional Fees Needed for Year	Residual Fringe Benefits	City Attorney	20,000
CMT-1230	01/17/02	Additional Advertising Due to Increase in IFBs and RFPs	General Services	Purchasing	5,000
CMT-554	01/31/02	Furnishings in Court and Jury Rooms	Jail	Circuit Court Judges	55,000
CMT-556	02/08/02	Transfer Housing and Neighborhood Services Coordinator Position	City Manager	Housing and Neighborhood Services	38,255
CMT-558	02/08/02	Transfer Executive Secretary Position	Planning and Code Enforcement	Housing and Neighborhood Services	22,036
CMT-561	02/08/02	Transfer Project Specialist Position	Housing and Neighbor- hood Services	Director of Public Works	42,958
CMT-562	02/22/02	Supplement Operating Expenses	Management and Budget	Director of Public Works	2,000
CMT-568	03/19/02	Funding for 22 Transferred Employees	Parks	Streets and Traffic	50,595
CMT-570	03/19/02	City Share of Electric Service Negotiations with AEP	Building Maintenance	Memberships and Affiliations	44,750
CMT-572	03/25/02	Strategic Business Planning Consultant	Outreach Detention	Human Services Support	9,313
CMT-578	04/24/02	Additional Elections and Unexpected Redistricting	Miscellaneous	Electoral Board	22,294
CMT-580	04/24/02	Renovations to Belmont Community Fire Station	Housing and Neighbor- hood Services	Building Maintenance	10,500
CMT-589	05/21/02	Replace Judge Weckstein's Office Furniture	Jail	Circuit Court Judges	19,000
Total General Fund					<u>\$548,179</u>
<u>Capital Projects Fund:</u>					
CMT-1180	09/05/01	Additional Project Expenses	Broadway Street Bridge	First Street Bridge	\$ 23,550
CMT-1244	02/14/02	Preston Tennis Court Renovations	Special Park Project Grants	Athletic Court Improvements	522
CMT-564	02/20/02	Construction Cost of Fire-EMS Regional Training Center	Fire EMS Facility Improvement Program	Regional Fire EMS Training Center	8,800
CMT-584	04/29/02	Consultant Contract for Update to Zoning Ordinance	Downtown Plan Update	Updating Zoning Ordinance	693
CMT-584	04/29/02	Consultant Contract for Update to Zoning Ordinance	Comprehensive Plan	Updating Zoning Ordinance	10,789
CMT-582	05/16/02	Consultant Fees for Church Avenue West Parking Study	Church Street Garage Rehabilitation	Downtown Parking Study	20,000

CITY OF ROANOKE, VIRGINIA
SUMMARY OF CITY MANAGER TRANSFERS
AND AVAILABLE CONTINGENCY
MAY 31, 2002
(CONTINUED)

<u>Transfer Number</u>	<u>Date</u>	<u>Explanation</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Capital Projects Fund:					
CMT-591	05/30/02	Anti-Icing Distribution System	Greenway Maintenance	Anti-Icing Distribution System	
			Equipment		200
CMT-591	05/30/02	Anti-Icing Distribution System	Thermal Imaging Cameras	Anti-Icing Distribution System	200
				Total Capital Projects Fund	<u>\$ 64,754</u>
 Available Contingency					
Balance of Contingency at July 1, 2001					\$500,000
*Contingency Appropriations From Above					(15,856)
Contingency Appropriations Through Budget Ordinances:					
BO 35515	08/20/01	Drug Prosecutor	Contingency	Transfer to Grant Fund	(8,170)
BO 35544	09/04/01	Zoning Inspector Positions	Contingency	Transfer to Grant Fund	(80,996)
BO 35782	04/01/02	Virginia Exile Grant Local Match	Contingency	Transfer to Grant Fund	(17,401)
Available Contingency at May 31, 2002					<u>\$377,577</u>

**CITY OF ROANOKE, VIRGINIA
GENERAL FUND**

STATEMENT OF REVENUE

Revenue Source	Year to Date for the Period			Current Fiscal Year	
	July 1 - May 31 2000-2001	July 1 - May 31 2001-2002	Percentage of Change	Revised Revenue Estimates	Percent of Revenue Estimate Received
General Property Taxes	\$ 66,334,806	\$ 67,738,149	2.12 %	\$ 77,105,366	87.85%
Other Local Taxes	50,928,236	51,353,569	0.84 %	58,016,878	88.51%
Permits, Fees and Licenses	773,294	1,002,420	29.63 %	957,150	104.73%
Fines and Forfeitures	809,719	1,055,264	30.32 %	1,014,600	104.01%
Revenue from Use of Money and Property	895,214	914,077	2.11 %	1,118,330	81.74%
Grants-in-Aid Commonwealth	41,238,358	42,543,980	3.17 %	46,446,072	91.60%
Grants-in-Aid Federal Government	34,359	34,358	0.00 %	34,300	100.17%
Charges for Services	3,220,178	3,300,835	2.50 %	3,888,997	84.88%
Miscellaneous Revenue	340,715	413,531	21.37 %	560,236	73.81%
Internal Services	1,696,035	1,713,165	1.01 %	2,330,692	73.50%
Total	\$ 166,270,914	\$ 170,069,348	2.28 %	\$ 191,472,621	88.82%

STATEMENT OF EXPENDITURES AND ENCUMBRANCES

Expenditures	Year to Date for the Period			Current Fiscal Year		
	July 1 - May 31 2000-2001	July 1 - May 31 2001-2002	Percentage of Change	Unencumbered Balance	Revised Appropriations	Percent of Budget Obligated
General Government	\$ 10,371,831	\$ 10,637,170	2.56 %	\$ 1,440,964	\$ 12,078,134	88.07%
Judicial Administration	5,126,024	5,284,654	3.09 %	766,005	6,050,659	87.34%
Public Safety	40,411,274	42,173,151	4.36 %	4,717,572	46,890,723	89.94%
Public Works	22,433,515	22,548,830	0.51 %	2,821,183	25,370,013	88.88%
Health and Welfare	21,675,724	23,609,828	8.92 %	3,746,485	27,356,313	86.30%
Parks, Recreation and Cultural	4,247,546	4,446,624	4.69 %	510,145	4,956,769	89.71%
Community Development	3,797,118	4,637,265	22.13 %	622,495	5,259,760	88.16%
Transfer to Debt Service Fund	12,109,799	12,147,755	0.31 %	119,144	12,266,899	99.03%
Transfer to School Fund	42,562,837	42,969,566	0.96 %	3,832,306	46,801,872	91.81%
Nondepartmental	9,320,913	10,719,521	15.01 %	2,709,164	13,428,685	79.83%
Total	\$ 172,056,581	\$ 179,174,364	4.14 %	\$ 21,285,463	\$ 200,459,827	89.38%

**CITY OF ROANOKE, VIRGINIA
SCHOOL FUND STATEMENT OF REVENUE**

Revenue Source	Year to Date for the Period			Current Fiscal Year	
	July 1 - May 31 2000-2001	July 1 - May 31 2001-2002	Percentage of Change	Revised Revenue Estimates	Percent of Revenue Estimate Received
State Sales Tax	\$ 7,357,234	\$ 7,358,204	0.01 %	\$ 9,492,986	77.51 %
Grants-in-Aid Commonwealth	38,304,624	37,029,092	-3.33 %	41,656,787	88.89 %
Grants-in-Aid Federal Government	102,831	97,518	-5.17 %	115,390	84.51 %
Charges for Services	1,285,665	1,468,904	14.25 %	1,971,820	74.49 %
Transfer from General Fund	42,562,837	42,969,566	0.96 %	46,801,872	91.81 %
Special Purpose Grants	9,046,597	10,438,657	15.39 %	12,483,513	NA
Total	\$ 98,659,788	\$ 99,361,941	0.71 %	\$ 112,522,368	88.30 %

SCHOOL FUND STATEMENT OF EXPENDITURES AND ENCUMBRANCES

Expenditures	Year to Date for the Period			Current Fiscal Year		
	July 1 - May 31 2000-2001	July 1 - May 31 2001-2002	Percentage of Change	Unencumbered Balance	Revised Appropriations	Percent of Budget Obligated
Instruction	\$ 66,783,738	\$ 65,431,027	-2.03 %	\$ 9,222,422	\$ 74,653,449	87.65 %
General Support	3,658,306	3,002,793	-17.92 %	840,366	3,843,159	78.13 %
Transportation	3,281,546	3,552,463	8.26 %	360,383	3,912,846	90.79 %
Operation and Maintenance of Plant	8,972,212	8,579,361	-4.38 %	1,752,104	10,331,465	83.04 %
Facilities	2,337,545	1,801,785	-22.92 %	616,575	2,418,360	74.50 %
Other Uses of Funds	5,417,355	6,189,453	14.25 %	418,048	6,607,501	93.67 %
Special Purpose Grants	12,459,283	12,483,513	0.19 %	-	12,483,513	NA
Total	\$ 102,909,985	\$ 101,040,395	-1.82 %	\$ 13,209,898	\$ 114,250,293	88.44 %

**CITY OF ROANOKE, VIRGINIA
SCHOOL FOOD SERVICE FUND STATEMENT OF REVENUE**

<u>Revenue Source</u>	<u>Year to Date for the Period</u>			<u>Current Fiscal Year</u>	
	<u>July 1 - May 31 2000-2001</u>	<u>July 1 - May 31 2001-2002</u>	<u>Percentage of Change</u>	<u>Revised Revenue Estimates</u>	<u>Percent of Revenue Estimate Received</u>
Grants-in-Aid Commonwealth	\$ 85,762	\$ 84,483	-1.49 %	\$ 84,464	100.02 %
Grants-in-Aid Federal Government	2,371,772	2,579,944	8.78 %	2,891,594	89.22 %
Charges for Services	1,281,835	1,357,464	5.90 %	1,545,256	87.85 %
Total	\$ 3,739,369	\$ 4,021,891	7.56 %	\$ 4,521,314	88.95 %

SCHOOL FOOD SERVICE FUND STATEMENT OF EXPENDITURES AND ENCUMBRANCES

<u>Expenditures</u>	<u>Year to Date for the Period</u>			<u>Current Fiscal Year</u>		
	<u>July 1 - May 31 2000-2001</u>	<u>July 1 - May 31 2001-2002</u>	<u>Percentage of Change</u>	<u>Unencumbered Balance</u>	<u>Revised Appropriations</u>	<u>Percent of Budget Obligated</u>
Food Services	\$ 4,030,748	\$ 3,962,834	-1.68 %	\$ 583,175	\$ 4,546,009	87.17 %
Facilities	-	17,099	100.00 %	16,978	86,218	19.83 %
Total	\$ 4,030,748	\$ 3,979,933	-1.26 %	\$ 600,153	\$ 4,632,227	85.92 %

**CITY OF ROANOKE, VIRGINIA
CAPITAL PROJECTS FUND
STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND
UNENCUMBERED APPROPRIATIONS SUMMARY AS OF MAY 31, 2002**

	Budget	Expenditures To Date	Unexpended Balance	Outstanding Encumbrances	Unobligated Balance
General Government	\$ 12,846,523	\$ 11,041,577	\$ 1,804,946	\$ 132,448	\$ 1,672,498
Flood Reduction	14,332,065	8,458,048	5,874,017	245,115	5,628,902
Economic Development	24,908,040	21,867,311	3,040,729	200,128	2,840,601
Community Development	6,016,143	3,672,950	2,343,193	794,274	1,548,919
Public Safety	8,251,926	7,203,908	1,048,018	221,226	826,792
Recreation	26,878,541	6,276,203	20,602,338	870,446	19,731,892
Streets and Bridges	25,336,497	20,988,619	4,347,878	2,632,610	1,715,268
Storm Drains	2,652,131	1,675,723	976,408	578,564	397,844
Traffic Engineering	5,270,780	3,955,125	1,315,655	1,172,274	143,381
Nondepartmental	410,000	410,000	-	-	-
Capital Improvement Reserve	23,186,139	-	23,186,139	-	23,186,139
Total	\$ 150,088,785	\$ 85,549,464	\$ 64,539,321	\$ 6,847,085	\$ 57,692,236

**CITY OF ROANOKE, VIRGINIA
SCHOOL CAPITAL PROJECTS FUND
STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND
UNENCUMBERED APPROPRIATIONS SUMMARY AS OF MAY 31, 2002**

	Budget	Expenditures To Date	Unexpended Balance	Outstanding Encumbrances	Unobligated Balance
Elementary Schools Renovation	\$ 17,484,240	\$ 12,553,741	\$ 4,930,499	\$ 253,101	\$ 4,677,398
Middle Schools Renovation	2,751,455	2,725,893	25,562	-	25,562
High Schools Renovation	3,500,000	3,461,670	38,330	153	38,177
Interest Expense	262,929	254,550	8,379	-	8,379
Capital Improvement Reserve	1,051,271	-	1,051,271	-	1,051,271
Total	\$ 25,049,895	\$ 18,995,854	\$ 6,054,041	\$ 253,254	\$ 5,800,787

**CITY OF ROANOKE, VIRGINIA
CAPITAL PROJECTS FUND
COMPARATIVE STATEMENT OF REVENUES
FOR THE 11 MONTHS ENDING MAY 31, 2002**

	<u>FY 2002</u>	<u>FY 2001</u>
Interest Revenue:		
Interest on Bond Proceeds	\$ 687,138	\$ 1,379,048
Interest on SunTrust Lease	11,838	7,129
Interest on Idle Working Capital	445,599	1,044,664
Total Interest Revenue	<u>1,144,575</u>	<u>2,430,841</u>
Multi Year Revenues:		
Intergovernmental Revenue:		
Federal Government:		
FEMA - Garden City	-	259,932
FEMA - Regional Mitigation Project	19,223	243,142
Commonwealth:		
VDES - Garden City Mitigation Project	10,143	-
Virginia Transportation Museum - ISTE A	23,064	18,368
VDES - 1998 Regional Mitigation	-	3,733
Passenger Station Enhancement - TEA-21	118,989	-
Total Intergovernmental Revenue	<u>171,419</u>	<u>525,175</u>
Revenue from Third Parties:		
Verizon - Brambleton Avenue Signals	-	36,055
Mill Mountain Visitors Center - Private Donations	-	10,000
Victory Stadium - Private Donations	-	7
First Union Penalty Payment	-	34,000
First Union Job Grant Repayment	44,400	-
Times-World Corporation - Land Sale	3,100	-
Trigon Insurance - Land Sale	100	-
Bill and Melinda Gates Foundation	-	137,445
Westview Terrace - Land Sale	-	125,110
Roanoke Times Air Rights Lease	8,500	-
Sale of Nelms Lane Property	500	-
Advance Stores GOF Agreement	500,000	-
Total Revenue from Third Parties	<u>556,600</u>	<u>342,617</u>
Other Revenue:		
Transfers from General Fund	4,438,517	5,524,318
Transfers from Water Fund	375,000	2,900
Transfers from Sewage Fund	-	12,600
Transfers from Management Services Fund	-	100,000
General Obligation Bond Proceeds - Series 2002	41,530,000	-
Total Other Revenue	<u>46,343,517</u>	<u>5,639,818</u>
Total	<u>\$ 48,216,111</u>	<u>\$ 8,938,451</u>

**CITY OF ROANOKE, VIRGINIA
WATER FUND
COMPARATIVE INCOME STATEMENT
FOR THE 11 MONTHS ENDING MAY 31, 2002**

	<u>FY 2002</u>	<u>FY 2001</u>
Operating Revenues		
Commercial Sales	\$4,120,209	\$3,591,023
Domestic Sales	3,476,093	3,271,437
Industrial Sales	629,775	233,468
Town of Vinton	25,502	13,836
City of Salem	27,726	29,455
County of Botetourt	214,690	212,667
County of Bedford	20,553	12,706
Customer Services	544,948	448,420
Charges for Services	<u>2,738,329</u>	<u>3,036,475</u>
Total Operating Revenues	<u>11,797,825</u>	<u>10,849,487</u>
Operating Expenses		
Personal Services	3,833,265	3,633,143
Operating Expenses	4,191,652	3,804,235
Depreciation	<u>1,539,729</u>	<u>1,536,730</u>
Total Operating Expenses	<u>9,564,646</u>	<u>8,974,108</u>
Operating Income	<u>2,233,179</u>	<u>1,875,379</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	184,776	387,164
Rent	69,592	61,519
Sale of Land	375,000	-
Miscellaneous Revenue	58,104	14,747
Interest and Fiscal Charges	(947,605)	(1,033,662)
Transfer to Capital Projects Fund	<u>(375,000)</u>	<u>(2,900)</u>
Net Nonoperating Expenses	<u>(635,133)</u>	<u>(573,132)</u>
Net Income	<u><u>\$1,598,046</u></u>	<u><u>\$1,302,247</u></u>

**CITY OF ROANOKE, VIRGINIA
SEWAGE TREATMENT FUND
COMPARATIVE INCOME STATEMENT
FOR THE 11 MONTHS ENDING MAY 31, 2002**

	<u>FY 2002</u>	<u>FY 2001</u>
Operating Revenues		
Sewage Charges - City	\$6,567,350	\$6,614,021
Sewage Charges - Roanoke County	709,868	845,085
Sewage Charges - Vinton	209,068	224,494
Sewage Charges - Salem	772,185	879,353
Sewage Charges - Botetourt County	143,334	136,791
Customer Services	198,904	230,357
Interfund Services	<u>147,057</u>	<u>174,843</u>
Total Operating Revenues	<u>8,747,766</u>	<u>9,104,944</u>
Operating Expenses		
Personal Services	1,914,272	1,718,871
Operating Expenses	5,159,740	4,944,291
Depreciation	<u>1,282,153</u>	<u>1,079,325</u>
Total Operating Expenses	<u>8,356,165</u>	<u>7,742,487</u>
Operating Income	<u>391,601</u>	<u>1,362,457</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	160,786	353,858
Interest and Fiscal Charges	(696,278)	(709,993)
Capital Contributions - Other Jurisdictions	930,095	558,190
Miscellaneous Revenue	136	-
Transfer to Capital Projects Fund	<u>-</u>	<u>(12,600)</u>
Net Nonoperating Expenses	<u>394,739</u>	<u>189,455</u>
Net Income	<u><u>\$786,340</u></u>	<u><u>\$1,551,912</u></u>

**CITY OF ROANOKE, VIRGINIA
CIVIC CENTER FUND
COMPARATIVE INCOME STATEMENT
FOR THE 11 MONTHS ENDING MAY 31, 2002**

	<u>FY 2002</u>	<u>FY 2001</u>
Operating Revenues		
Rentals	\$527,392	\$432,502
Event Expenses	275,070	128,324
Display Advertising	105,700	81,000
Admissions Tax	207,420	141,613
Electrical Fees	13,831	22,739
Novelty Fees	40,534	39,288
Facility Surcharge	248,361	206,321
Charge Card Fees	61,341	13,444
Commissions	7,336	-
Catering/Concessions	1,222,349	1,003,132
Other	23,580	14,155
Total Operating Revenues	<u>2,732,914</u>	<u>2,082,518</u>
Operating Expenses		
Personal Services	1,798,236	1,179,065
Operating Expenses	1,847,876	1,877,400
Depreciation	297,797	406,959
Total Operating Expenses	<u>3,943,909</u>	<u>3,463,424</u>
Operating Loss	<u>(1,210,995)</u>	<u>(1,380,906)</u>
Nonoperating Revenues		
Transfer from General Fund Operating	712,565	878,703
Transfer from General Fund - Nonoperating	830,000	-
Transfer from General Fund - Victory Stadium	102,278	-
Transfer from Capital Projects Fund	385,000	-
Interest on Investments	28,652	61,066
Miscellaneous	3,908	4,007
Total Nonoperating Revenues	<u>2,062,403</u>	<u>943,776</u>
Net Income (Loss)	<u><u>\$851,408</u></u>	<u><u>(\$437,130)</u></u>

**CITY OF ROANOKE, VIRGINIA
TRANSPORTATION FUND
COMPARATIVE INCOME STATEMENT
FOR THE 11 MONTHS ENDING MAY 31, 2002**

	<u>FY 2002</u>	<u>FY 2001</u>
Operating Revenues		
Century Station Parking Garage	\$353,394	\$330,725
Williamson Road Parking Garage	403,666	397,370
Market Square Parking Garage	198,977	191,014
Church Avenue Parking Garage	433,384	419,636
Tower Parking Garage	364,027	370,290
Gainsboro Parking Garage	6,475	-
Williamson Road Surface Lots	98,068	62,416
Norfolk Avenue Surface Lot	23,454	-
Gainsboro Surface Lot	12,590	-
Total Operating Revenues	<u>1,894,035</u>	<u>1,771,451</u>
Operating Expenses		
Operating Expenses	808,957	734,501
Depreciation	497,114	496,059
Total Operating Expenses	<u>1,306,071</u>	<u>1,230,560</u>
Operating Income	<u>587,964</u>	<u>540,891</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	26,733	24,082
Miscellaneous	1,947	10,360
Transfer from General Fund	32,000	761,358
Transfer from Capital Projects Fund	108,608	-
Transfer to General Fund	(104,918)	-
Transfer to GRTC - Operating	-	(637,637)
Transfer to GRTC - Capital	-	(49,000)
Transfer to GRTC - Shuttle Service	-	(65,000)
Interest and Fiscal Charges	(430,428)	(478,269)
Net Nonoperating Expenses	<u>(366,058)</u>	<u>(434,106)</u>
Net Income	<u><u>\$221,906</u></u>	<u><u>\$106,785</u></u>

CITY OF ROANOKE, VIRGINIA
HOTEL ROANOKE CONFERENCE CENTER FUND
COMPARATIVE INCOME STATEMENT
FOR THE 11 MONTHS ENDING MAY 31, 2002

	FY 2002			FY 2001
	CONFERENCE			
	COMMISSION (1)	CENTER (2)	TOTAL	
Operating Revenues				
Conference Center	\$ -	\$ 2,737,424	\$ 2,737,424	\$ 2,504,158
Total Operating Revenues	<u>-</u>	<u>2,737,424</u>	<u>2,737,424</u>	<u>2,504,158</u>
Operating Expenses				
Personal Services	49,189	-	49,189	82,107
Fees for Professional Services	73,299	-	73,299	39,000
Administrative Expenses	33,335	-	33,335	1,176
Conference Center	-	2,338,849	2,338,849	2,334,692
Total Operating Expenses	<u>155,823</u>	<u>2,338,849</u>	<u>2,494,672</u>	<u>2,456,975</u>
Net Operating Income (Loss)	<u>(155,823)</u>	<u>398,575</u>	<u>242,752</u>	<u>47,183</u>
Nonoperating Revenues (Expenses)				
Contributions from City of Roanoke	175,000	-	175,000	175,000
Contributions from Virginia Tech	175,000	-	175,000	175,000
HRCCC Settlement Proceeds	-	-	-	8,000,000
Construction Repairs	(57,428)	-	(57,428)	(3,968,083)
Interest on Investments	96,397	-	96,397	220,255
Rent, Taxes, Insurance, and Other	-	(118,027)	(118,027)	(145,115)
Net Nonoperating Revenues (Expenses)	<u>388,969</u>	<u>(118,027)</u>	<u>270,942</u>	<u>4,457,057</u>
Net Income Before Depreciation	233,146	280,548	513,694	4,504,240
Depreciation Expense/Replacement Reserve	<u>(468,633)</u>	<u>(136,801)</u>	<u>(605,434)</u>	<u>(542,379)</u>
Net Income (Loss)	<u>\$ (235,487)</u>	<u>\$ 143,747</u>	<u>\$ (91,740)</u>	<u>\$ 3,961,861</u>

Notes to Financial Statement:

- (1) The column entitled "Commission" represents Commission activity in the City's financial records.
- (2) The column entitled "Conference Center" represents actual revenue and expenses of the Conference Center, as provided by Doubletree Management.

**CITY OF ROANOKE, VIRGINIA
INTERNAL SERVICE FUNDS
COMPARATIVE INCOME STATEMENT
FOR THE 11 MONTHS ENDING MAY 31, 2002**

	Department of Technology	Materials Control	Fleet Management	Risk Management	TOTALS	
					FY 2002	FY 2001
Operating Revenues						
Charges for Services	\$3,840,314	\$928,515	\$3,464,655	\$9,076,184	\$17,309,668	\$14,620,557
Total Operating Revenues	3,840,314	928,515	3,464,655	9,076,184	17,309,668	14,620,557
Operating Expenses						
Personal Services	1,955,683	61,374	1,151,272	150,563	3,318,892	3,283,669
Operating Expenses	1,203,232	980,964	1,009,869	9,506,897	12,700,962	10,039,479
Depreciation	465,508	-	1,847,532	-	2,313,040	2,160,449
Total Operating Expenses	3,624,423	1,042,338	4,008,673	9,657,460	18,332,894	15,483,597
Operating Income (Loss)	215,891	(113,823)	(544,018)	(581,276)	(1,023,226)	(863,040)
Nonoperating Revenues (Expenses)						
Interest Revenue	120,434	5,377	30,250	270,288	426,349	900,012
Interest Expense	(13,998)	-	(55,734)	-	(69,732)	-
Transfers To Other Funds	(41,350)	-	-	-	(41,350)	(104,000)
Loss on Disposal of Fixed Assets	-	-	(44,034)	-	(44,034)	(21,768)
Transfers From Other Funds	2,582,247	-	573,639	250,000	3,405,886	1,470,864
Other Revenue	319,431	-	-	-	319,431	-
Net Nonoperating Revenues	2,966,764	5,377	504,121	520,288	3,996,550	2,245,108
Net Income (Loss)	\$3,182,655	(\$108,446)	(\$39,897)	(\$60,988)	\$2,973,324	\$1,382,068

CITY OF ROANOKE, VIRGINIA
CITY TREASURER'S OFFICE
GENERAL STATEMENT OF ACCOUNTABILITY
FOR THE MONTH ENDED MAY 31, 2002

TO THE DIRECTOR OF FINANCE:

GENERAL STATEMENT OF ACCOUNTABILITY OF THE CITY TREASURER OF THE CITY OF ROANOKE, VIRGINIA FOR
THE FUNDS OF SAID CITY FOR THE MONTH ENDED MAY 31, 2002.

FUND	BALANCE AT APRIL 30, 2002	RECEIPTS	DISBURSEMENTS	BALANCE AT MAY 31, 2002	BALANCE AT MAY 31, 2001
GENERAL	(\$14,949.48)	\$27,674,060.98	\$14,126,664.21	\$13,532,447.29	\$7,555,624.65
WATER	11,499,612.67	631,689.27	124,799.52	12,006,502.42	7,699,609.87
SEWAGE	7,671,678.23	3,568,910.84	1,618,674.66	9,621,914.41	7,080,472.09
CIVIC CENTER	4,313,075.75	163,971.53	384,936.79	4,092,110.49	1,065,381.31
TRANSPORTATION	374,367.10	182,369.77	152,671.27	404,065.60	580,493.23
CAPITAL PROJECTS	65,166,367.86	238,555.89	1,421,352.86	63,983,570.89	36,980,560.15
CONFERENCE CENTER	4,260,259.41	43,805.21	14,008.51	4,290,056.11	5,349,569.60
RKE VALLEY DETENTION COMM	2,525,805.26	2,636,104.46	2,530,831.20	2,631,078.52	2,606,936.51
DEBT SERVICE	14,058,309.13	26,543.01	13,226.89	14,071,625.25	13,683,942.28
DEPT OF TECHNOLOGY	5,758,093.42	225,291.09	178,279.21	5,805,105.30	5,043,616.89
MATERIALS CONTROL	291,724.77	97,720.29	73,872.01	315,573.05	196,781.65
MANAGEMENT SERVICES	0.00	0.00	0.00	0.00	178,776.72
FLEET MANAGEMENT	1,122,225.83	97,427.65	238,610.09	981,043.39	981,616.48
PAYROLL	(11,892,765.61)	14,039,056.25	15,147,751.50	(13,001,460.86)	(8,617,274.43)
RISK MANAGEMENT	11,922,113.58	658,403.31	50,598.25	12,529,918.64	11,828,903.42
PENSION	966,830.46	327,014.55	1,305,307.18	(11,462.17)	520,853.34
SCHOOL FUND	5,569,636.15	8,900,655.39	4,779,078.78	9,691,212.76	7,607,872.85
SCHOOL CAPITAL PROJECTS	6,802,061.19	372,053.39	109,281.81	7,064,832.77	751,880.58
SCHOOL FOOD SERVICE	299,003.06	392,413.62	338,627.06	352,789.62	705,066.52
FDETC	120,116.93	146,515.00	188,405.99	78,225.94	82,853.35
GRANT	647,041.54	278,441.48	428,625.77	496,857.25	727,164.89
TOTAL	\$131,460,607.25	\$60,701,002.98	\$43,225,603.56	\$148,936,006.67	\$102,610,701.95

CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE STATEMENT OF MY ACCOUNTABILITY TO THE CITY OF ROANOKE, VIRGINIA, FOR THE FUNDS OF THE VARIOUS ACCOUNTS THEREOF FOR THE MONTH ENDED MAY 31, 2002.
THAT SAID FOREGOING:

CASH:

CASH IN HAND	\$1,489,338.93
CASH IN BANK	8,014,266.42

INVESTMENTS ACQUIRED FROM COMPETITIVE PROPOSALS:

COMMERCIAL HIGH PERFORMANCE MONEY MARKET	12,863,381.50
COMMERCIAL PAPER	19,097,594.44
LOCAL GOVERNMENT INVESTMENT POOL	26,891,702.99
MONEY MANAGEMENT ACCOUNT	10,149,928.24
REPURCHASE AGREEMENTS	5,000,000.00
U. S. AGENCIES	9,856,361.11
VIRGINIA AIM PROGRAM (U. S. SECURITIES)	55,573,433.04
TOTAL	\$148,936,006.67

DATE: JUNE 11, 2002


DAVID C. ANDERSON, TREASURER

**CITY OF ROANOKE PENSION PLAN
STATEMENT OF CHANGES IN PLAN NET ASSETS
FOR THE 11 MONTHS ENDED MAY 31, 2002**

	<u>FY 2002</u>	<u>FY 2001</u>
<u>Additions:</u>		
Employer Contributions	\$ 3,724,334	\$ 3,656,548
Investment Income		
Net Appreciation (Depreciation) in Fair Value of Investments	(17,202,503)	(17,154,743)
Interest and Dividend Income	<u>4,834,438</u>	<u>5,788,914</u>
Total Investment Income (Loss)	(12,368,065)	(11,365,829)
Less Investment Expense	<u>113,339</u>	<u>599,317</u>
Net Investment Income (Loss)	<u>(12,481,404)</u>	<u>(11,965,146)</u>
Total Additions (Deductions)	<u>\$ (8,757,070)</u>	<u>\$ (8,308,598)</u>
 <u>Deductions</u>		
Benefits Paid to Participants	\$ 13,669,315	\$ 11,923,662
Administrative Expenses	<u>313,758</u>	<u>294,070</u>
Total Deductions	<u>13,983,073</u>	<u>12,217,732</u>
Net Increase (Decrease)	(22,740,143)	(20,526,330)
 Net Assets Held in Trust for Pension Benefits:		
Fund Balance July 1	<u>326,337,980</u>	<u>350,929,145</u>
Fund Balance May 31	<u>\$303,597,837</u>	<u>\$330,402,815</u>

**CITY OF ROANOKE PENSION PLAN
BALANCE SHEET
MAY 31, 2002**

	<u>FY 2002</u>	<u>FY 2001</u>
<u>Assets</u>		
Cash	\$ (11,565)	\$ 520,853
Investments, at Fair Value	304,875,672	330,991,027
Due from Other Funds	1,843	2,511
Other Assets	<u>5,434</u>	<u>5,097</u>
Total Assets	<u>\$ 304,871,384</u>	<u>\$ 331,519,488</u>
 <u>Liabilities and Fund Balance</u>		
 Liabilities:		
Due to Other Funds	\$ 1,269,239	\$ 1,116,048
Accounts Payable	<u>4,308</u>	<u>625</u>
 Total Liabilities	 <u>1,273,547</u>	 <u>1,116,673</u>
 Fund Balance:		
Fund Balance, July 1	326,337,980	350,929,145
Net Gain (Loss) - Year to Date	<u>(22,740,143)</u>	<u>(20,526,330)</u>
 Total Fund Balance	 <u>303,597,837</u>	 <u>330,402,815</u>
 Total Liabilities and Fund Balance	 <u>\$ 304,871,384</u>	 <u>\$ 331,519,488</u>



WILLIAM M. HACKWORTH
CITY ATTORNEY

CITY OF ROANOKE
OFFICE OF CITY ATTORNEY
464 MUNICIPAL BUILDING
215 CHURCH AVENUE, SW
ROANOKE, VIRGINIA 24011-1595

TELEPHONE: 540-853-2431
FAX: 540-853-1221
E-MAIL: cityatty@ci.roanoke.va.us

June 17, 2002

8.a.

ELIZABETH K. DILLON
STEVEN J. TALEVI
GARY E. TEGENKAMP
DAVID L. COLLINS
CAROLYN H. FURROW
ASSISTANT CITY ATTORNEYS

The Honorable Mayor and Members
of City Council
Roanoke, Virginia

Re: Council salaries

Dear Mayor Smith and Members of Council:

At the request of Councilman Bestpitch, I have prepared the attached ordinance which would establish annual salaries for the Mayor, Vice-Mayor and Council members for the fiscal years beginning July 1, 2004. Mr. Bestpitch requested that the ordinance provide that the Mayor would receive an annual salary of \$19,189.00, and that the Vice-Mayor and members of Council would receive \$14,925.00.

As you may recall, Council adopted an ordinance on November 19, 2001, effective July 1, 2002, establishing the salary of the Mayor at \$18,000.00 a year and the salaries of the Vice-Mayor and members of Council \$14,490.00 a year. Section 15.2-1414.6, Code of Virginia, permits Council to establish the annual salaries of members of Council, but provides that any increase in such salaries must be adopted at least four months prior to the date of the next municipal election, and no increase can take effect until July 1st after such election. The next regularly scheduled general election of council members is in May of 2004, thus any ordinance adopted by Council at this time increasing the salaries of members of Council can not take effect until July 1, 2004.

Please let me know if you have any questions about the attached ordinance.

With kindest personal regards, I am

Sincerely yours,

A handwritten signature in black ink that reads "William M. Hackworth".

William M. Hackworth
City Attorney

WMH:f
Attachment

cc: Mary F. Parker, City Clerk
Darlene L. Burcham, City Manager
Jesse A. Hall, Director of Finance

WMH

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE establishing the annual salaries of the Mayor, Vice-Mayor and Council Members for the fiscal year beginning July 1, 2004; and dispensing with the second reading by title of this ordinance.

WHEREAS, §15.2-1414.6, Code of Virginia (1950), as amended, authorizes this Council, notwithstanding any contrary provision of law, general or special, to set annual salaries by ordinance for the Mayor, Vice-Mayor and each member of Council within certain limits, and this Council is desirous of exercising this authority.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. For the fiscal year beginning July 1, 2004, and ending June 30, 2005, and for succeeding fiscal years unless modified by action of this Council, the annual salaries of the Mayor, Vice-Mayor and each member of Council shall be as follows:

Mayor	-	\$ 19,189.00
Vice-Mayor and Council Members	-	\$ 14,925.00

2. This ordinance shall remain in effect until amended or repealed by ordinance duly adopted by City Council.

3. The Mayor and members of Council shall continue to receive such other benefits as have previously been authorized by Council.

4. Pursuant to the provisions of §12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.